# Offender Information Services Sentence Calculation Handbook

2004 Edition

#### INTRODUCTION

This handbook has been designed to provide information concerning sentence computation, ORION usage, inmate record folder construction and maintenance, record office procedure, and the use of departmental forms. This material serves as a basic reference source for institutional Offender Information personnel and as documentation of procedures to be followed throughout the Department of Corrections.

No reference manual or handbook can possibly cover all of the details concerning sentence computation and records maintenance. Corrections Policies and Procedures (CPPs) should be considered as the final authority on all questions concerning sentence computations or inmate records. Specific questions concerning sentence computation or records maintenance should be referred to the Offender Information Services Branch located in Central Office.

This Manual will be revised annually to ensure compliance with the needs of the Department of Corrections. Changes or corrections to the Offender Information Training Manual made necessary by changes in laws or departmental policies should be brought to the attention of the Offender Information Services Branch located in Central Office.

# **Offender Information Services**

## **Sentence Calculation Handbook**

## **Table of Contents**

Introduction	ii
Glossary of Terms	V
Chapter I – Basic Sentence Calculation Math	1
Chapter II – Screen 01 Admission/Transfer/Discharge	9
Chapter III – Screen 02 Sentence Details	23
Chapter IV – Screen 03 Sentence Calculations	31
Chapter V – Screen 04 Detainers	53
Chapter VI – Screen 05 Parole Eligibility	59
Chapter VII – Screen 06 Physical Characteristics	73
Chapter VIII – Screen 07 ID Numbers	91
Chapter IX – Screen 08 Family Data	101
Chapter X – Screen 09 Alias	107
Chapter XI – Screen 10 Personal Data	111
Chapter XII – Screen 12 Name	115
Chapter XIII – Screen 15 Sentencing Remarks	119
Chapter XIV – Screen 16 Controlled Intake	. 123
Chapter XV – Screen 18 CS/CD	127
Chapter XVI Electronic Notices of Discharges	131
Chapter XVII– View Only Screens	135
Chapter XVIII Application of Good Time Credits	139
Chapter XIX Returned Parole Violators with Warrants	149
Chapter XX Returned Probation Violators	159
Chapter XXI Additional Sentences	. 167
Chapter XXII Administrative Remedies	. 207
Chapter XXIII PIN Database	. 211
Chapter XXIV CourtNet	. 219

Chapter XXV Expiration Lists	223
Chapter XXVI Criminal Offender Registry	227
Chapter XXVII Sex Offender Release	231
Chapter XXVIII VINE® and Victim Notification	237
Chapter XXVIII Sex Offender Conditional Discharge Revocation	241
Chapter XXIX Requests for Information	245
Appendix I – Records Offices and Records Processing	251
Appendix II – Inmate Record Folder	257
Appendix III – ORION Codes	271
Appendix IV – Felony Offense Codes	301
Appendix IV – Forms	327

## **Glossary of Terms**

- <u>Administrative Release</u> Release of inmates on the first day of the month in which their sentence would expire; if the first day of the month falls on Saturday, Sunday or a legal holiday, inmates may be released on the last weekday of the previous month. (CPP 25.10)
- <u>Aggregate Sentence</u> All sentences for which an inmate has been committed, whether concurrent or consecutive, are served simultaneously. If concurrent the terms merge and are satisfied by discharge of the larger term. If consecutive the terms are added to arrive at a total term and all are satisfied by the discharge of the total term.
- <u>Alias</u> Any name utilized by an offender other than the name reflected on the commitment order (this does not include nicknames such as bubba or abbreviated names such as Bill for William).
- <u>Commitment Order</u> A court order which sentences an inmate to a term of imprisonment with the department (normally a judgment or revocation order).
- <u>Concurrent</u> When multiple sentences are imposed but are to be served simultaneously and are to be satisfied upon completion of the larger sentence.
- <u>Consecutive</u> multiple sentences that are imposed but are to be added together and satisfied upon completion of serving the sum of the sentences
- <u>Controlling Sentence</u> the larger of multiple terms of imprisonment
- <u>Conviction Date</u> Date a court order is stamped as entered in court by the clerk.
- <u>Criminal Offender Registration</u> A convicted offender of certain crimes as defined in KRS 17.500 to 17.540, must register with the Justice Cabinet for a pre- determined amount of time based on the specific offense.
- <u>Detainer</u> A document provided to the department by another agency to verify that said agency wishes to assume custody of an inmate upon his/her release
- <u>Educational Good Time</u> 60-day credit earned upon the completion of GED, college degree, and or other educational programs recognized by the department.
- <u>Good Time Loss</u> Forfeiture of statutory good time resulting from a category 3 or higher disciplinary action. May be restored upon completion of 6 months clear conduct.
- <u>Hold</u> A document provided to the department by another agency to verify that said agency wishes to assume custody of an inmate upon his/her release
- <u>Indictment Number</u> A number assigned to each court case by the sentencing court.

  This number begins with the last two digits of the year of indictment and is followed by an abbreviation of the type of case and then the number assigned to the Case. (ex: 99CR0001).
- <u>Jail Credit</u> Time spent in custody prior to sentencing. Jail credit may only be awarded by the sentencing court.
- <u>Maximum Expiration Date</u> the date on which an inmate will have served the maximum amount of time he/she can be held on a sentence; the release date of a sex offender was has not completed the sex offender treatment program; the date an parolee is eligible for a final discharge from parole.
- <u>Meritorious Good Time</u> A credit given toward a sentence at the discretion of the Warden based on behavior and/or program participation. Eligible inmates may earn 5 days a month for every complete month they have served. Inmates are reviewed annually and or when they are within 120 days of their minimum expiration date.

- <u>Minimum Expiration Date</u> The date on which an inmate sill be released once all applicable credits and penalties have been applied to his or her sentence.
- <u>Non-Restorable Good Time</u> a statutory good time loss resulting from a category 7 disciplinary action that can never be restored.
- <u>Open Records</u> The request for information and documents maintained by the department, which falls under the provisions of KRS 61.870.
- <u>ORION</u> the "Offender Records Information and Operations network;" the program used to maintain information on inmates statewide.
- <u>PFO (Enhancement) –</u> Persistent Felony Offender is a sentence enhancement, which increases the term of imprisonment as determined by the court for those who have had prior felony convictions.
- <u>PFO (In lieu of) –</u> Term of years due to the enhancement, to be served in place of the sentence on the underlying charge.
- <u>P.I.N.</u> "Prisoner Intake Notification"; a form completed by the Division of Probation and Parole which contains information regarding the conviction or movement of an inmate.
- <u>Pre-Release Probation</u> A form of release, upon a favorable recommendation from the Department of Corrections, a sentencing court may grant probation after a portion of a felony sentence has been served. The term of probation may not exceed the maximum expiration date.
- **PSI** "Pre-sentence Investigation Report" a report prepared by the Division of Probation and Parole for the court to assist in the sentencing of each inmate.
- <u>PV Credit</u> jail custody credit given for time spent in custody on a parole violation waiting to be returned to an institution for a final parole revocation hearing with the parole board. This credit is calculated and awarded by central office offender information staff.
- <u>Sex Offender Conditional Discharge</u> in accordance with KRS 532.043 sex offenses which fall under KRS 510, 529.030, 530.020, 530.064, 531.310, or 531.320 committed and convicted on or after July 15, 1998 shall be placed on a 3-year conditional discharge.
- <u>Sex Offender Treatment Program</u> A program run by the department which all sex offenders are required to complete prior to receiving any form of good time credit on their sentence. Commonly referred to as "the program" or "SOTP". This provision does not apply to any sex offender convicted prior to July 15, 1998 or any mentally retarded sex offender.
- <u>Sex Offense</u> Any Felony offense defined in KRS Chapter 510, KRS 530.020, 530.064, 513.310 or 531.320 or an attempt to commit any of these offenses.
- <u>Shock Probation Order</u> Order issued by the sentencing court probating the remainder of a felony sentence after a portion has been served with the department.
- <u>Ultimate Date</u> Earliest possible release date for violent offenders who fall under KRS 439.3401 as amended by House Bill 455 (1998) and Senate Bill 26 (2002).
- <u>V.I.N.E.</u> "Victim Information and Notification Everyday"; an automated telephone systems which allows the public to call the inquire about the details of an inmate's sentence or to request to be notified in the event of that inmate's release.

**Violent Offense** – For crimes committed on or after July 15, 1986:

- ?? Any Capital Offense, Class A felony, or Class B felony involving the serious physical injury or death of a victim
- ?? Manslaughter 1<sup>st</sup> Degree
- ?? Assault 1<sup>st</sup> Degree
- ?? Rape 1<sup>st</sup> Degree or Sodomy 1<sup>st</sup> Degree of a victim.

For Crimes committed on or after July 15, 2002

- ?? Any Capital Offense, Class A felony, or Class B felony involving the serious physical injury or death of a victim
- ?? Manslaughter 1<sup>st</sup> Degree
- ?? Assault 1<sup>st</sup> Degree
- ?? Rape 1<sup>st</sup> Degree or Sodomy 1<sup>st</sup> Degree
- ?? Burglary 1<sup>st</sup> Degree accompanied the commission or attempted commission of a felony sex offense as defined in KRS Chapter 510, Burglary 1<sup>st</sup> Degree accompanied by the commission or attempted commission of an assault defined in KRS 508.010, 508.020, 508.032 or 508.060; Burglary 1<sup>st</sup> Degree accompanied by the commission or attempted commission of a Kidnapping as prohibited by KRS 509.040
- ?? Robbery 1st Degree.

<u>Work for Time Credit</u> – Good time credit earned by working while incarcerated.

Eligible inmates receive 1 day of credit for every 40 hours worked.

# Chapter I

**Basic Sentence Calculation Math** 

#### **Sentence Calculation**

Often the most difficult part of learning sentence calculation is changing the mathematical mindset we have all been taught in school. Rather than carry one's and ten's sentence calculations require that you carry 12's months and 30's for days. In order to make these calculations simpler, all calculations are based on 30-day months and 360 day years. All calculations are shown in YYYY MM DD format.

#### Addition

$$\begin{array}{rrrrr} 2001 & 01 & 01 \\ +0001 & 01 & 01 \\ \hline 2002 & 02 & 02 \end{array}$$

This example is probably the most basic example of this type of math. As you can see you add these figures by calculating the sum of each column of numbers.

$$\begin{array}{r} 2004 & 05 & 30 \\ +0001 & 06 & 13 \\ \hline 2005 & 11 & 43 \end{array}$$

In this example you would add 13 and 30 days to arrive at 43 days. Since 43 days is more than 30 days you would carry 30 of those days over to the month column as 1 month.

$$\begin{array}{rcl} & +1^{(30 \text{ days})} \\ 2005 & 11 \ 43 \ = \ 2005 & 12 \ 13 \end{array}$$

$$\begin{array}{r} 2004 & 11 & 05 \\ + & 0001 & 06 & 15 \\ \hline 2005 & 17 & 20 \end{array}$$

In this example, you will add the 11 and 6 months to arrive at 17 months. Since 17 months is more than 1 year you would carry 12 of those months over to the year column adding 1 year and leaving 5 in the months column.

$$\begin{array}{rcl} & +1^{(12\;months)} \\ 2005 & 17 & 20 & = & 2006 & 5 & 20 \end{array}$$

What happens when your calculated answer isn't an actual calendar date? For example:

$$\begin{array}{r} 2004 \ 01 \ 29 \\ + \ 0005 \ 01 \ 00 \\ \hline 2009 \ 02 \ 29 \end{array}$$

This date is not an actual date for 2009. Since you were adding to get this date, you will go to the next calendar date, which in this case would be 2009 03 01. Remember that when you arrive at a date the does not exist, you always continue in the same direction (ex: If adding time move forward to the next date, if subtracting move backward to the next existing date).

## **Subtraction**

In calculating an inmate's time, use basic subtraction to take off time the offender has already served. One example of time to subtract is jail credit from your maximum date to get the adjusted maximum date. Also, you will subtract the Statutory Good Time Allowance from the adjusted maximum date to get the Minimum Expiration Date. We use basic subtraction skills. Please note that, as with addition, the year month and day columns are subtracted individually. A few examples are listed below:

Sometimes, like in basic math, you will have to borrow from the proceeding column in order to subtract, like in the problem below:

You need to borrow 1 month from the month's column and add that amount (30 days) to the days' column, then using this new number subtract like above. Always remember that 12 months equals one year and 30 days equals one month. Sometime, you will need to borrow twice (once from the year column and then again from the months column), see example below:

$$\begin{array}{rcl}
2004 & 01 & 10 & = 2003 & 12 & 40 \\
-0000 & 06 & 15 & & -0000 & 06 & 15 \\
\hline
2003 & 06 & 25 & & & \\
\end{array}$$

### **Division**

Basic division is also used in the initial calculation of an inmate's time. This is used to figure out the jail credit in year, month and date form. Jail credit is stated in the amount of days, so you need to divide the total amount of jail credit by 30 in order to get the figure in our format. See an example below:

$$60 \text{ days}$$

$$60/30 = 2 \text{ mnths}$$

Many times you will have a remainder on your division problem. This is the amount of days that do not add up to one month.

Your jail credit will be 3 months and 8 days.

Sometimes an inmate receives more than one year of jail credit (360 days). In order to figure the amount of time in our format, subtract 360 from the amount of time, and then divide that figure by 30.

582 days of jail credit =

582-360 = 222 or 582 = 1 year and 222 days.

222/30 = 7 with a remainder of 12

Your total jail credit is 1year, 7months and 12 days.

## **Statutory Good Time Calculation**

In most cases the ORION system calculates an inmate's statutory good time credit automatically. However, it is necessary to have an understanding of where this calculation is derived from and how it is completed.

KRS 197.045 states that every inmate shall receive a credit on their sentence not to exceed 10 days for each month served, to be determined by the department from the conduct of the prisoner. This credit is applied for every month the inmate has been ordered to serve in anticipation of their good conduct.

For each year served the prisoner receives 3 months. For sentences greater than one year there are two ways to calculate the statutory good time credit.

The first and easiest method is to multiply the number of years by 3 to find the total number of months of statutory good time.

EX:

5 yrs X 3 mnths = 15 mnths or 1 yr and 3 mnths

The second method is divide the number of years by four. (This method is slightly more difficult because you must deal with fractions).

EX:

 $5 \text{ yrs} / 4 = 1 \frac{1}{4} \text{ years or } 1 \text{ yr and } 3 \text{ mnths}$ 

The following page contains a few examples of initial calculation's addition, subtraction and division problems (the answers can be found on the following page). You may wish to make up additional problems on your own in order to continue practicing.

## **PRACTICE PROBLEMS:**

- G) 792 days of jail credit=
- H) 109 days of jail credit=
- I) 369 days of jail credit=
- J) 74 days of jail credit=
- K) Calculate the statutory good time on a 4 year sentence.
- L) Calculate the statutory good time on a 10 year sentence.

## **Answers to Practice Problems**

- A) 2006 05 15
- B) 2009 07 12
- C) 2004 02 28
- D) 2003 03 10
- E) 2006 02 10
- F) 2003 09 23
- G) 2 yrs, 2 mnths and 12 days
- H) 3 mnths and 19 days
- I) 1 yr and 9 days
- J) 2 mnths and 14 days
- K) 1 yr
- L) 2 yrs and 6 mnths

# **NOTES/COMMENTS**

# Chapter II

Screen 01 Admission/Transfer/Discharge

## Screen 01 - Admissions/Transfer/Discharge

## I. New Admissions

#### **Assignment of Inmate Number**

Upon receipt of the sentencing packet determine if the inmate has a current or inactive number in ORION.

Check by social security number.

ECheck by name (If not listed by social security number.)

Note: It is imperative that we research any similar names to insure that the social security number and date of birth are not the same as that of a current inmate.

If the inmate is not listed by social security number or name:

**EXAMPLE 2** Leave the name on the menu (Exactly as it appears on the sentencing document committing the inmate to the Department of Corrections.)

**Z**Press the F2 key on your keyboard − this will bring the inmate's name up on the main menu.

ZZType in the following: 01 then X then X again

Enter institutional number

If the inmate is already listed with a number:

Check screen 11 for all previous numbers.

Check to determine if the sentence on each number has been satisfied by:

1. Administrative release, minimum expiration of sentence, maximum expiration of sentence - If the method of release for each sentence was a serve out then that sentence has been satisfied. However, screen 15 must also be checked to verify that the previous

commitment was not on a partially probated sentence. If the previous commitment was for a partially probated sentence and the inmate is being returned on the same indictment number verify that only the probated portion of the previous sentence is being revoked and proceed as usual. If the entire previous sentence is being revoked, credit for all time served on the current charges during the previous commitment must be given.

- 4.2.Shock Probation or Court Order Discharge First, confirm that the indictment number the inmate previously served on is not the same as the current indictment number. (If the two numbers are the same the inmate should be worked as a return shock under the old number). Second, verify that the shock probation has not been revoked by contacting the sentencing court.
- <u>1.3.</u>**Parole -** Verify the maximum expiration date of the previous sentence has passed. If the maximum expiration date has not passed check the following:
  - ?? If a final discharge has been issued in screen 03 of the old number.
  - ?? If a final discharge has not been is issued check screen 05 to see if a parole violation warrant has been issued or if payment of restitution was ordered as a condition of parole.
  - ?? If the above do not apply, check to see if the current crime was committed while on parole (if this applies the inmate should be returned as a parole violator under the old number).
- **4. Commutation of Sentence** If the inmate was released from a previous commitment by commutation of sentence, determine if the current crime was committed after the inmate was released from the previous sentence. If this occurs then the time remaining on the previous sentence must be added to the current sentence as described in chapter IV of this manual.

If all previous sentences have been satisfied then enter the line number for the inmate (in the social security or name search screen) and press enter. Proceed by entering 01 and placing an "X" next to retrieve/update and a second "X" next to add. After doing so press enter again.

**Enter appropriate institutional code** 

Code	Institution
AC	Assessment/Classification Center
В	Blackburn Correctional Complex
BA	Blackburn Assessment
BW	Daniel Boone Career Development Center (Now Closed)
CC	Jail Inmates - Community Custody
CD	Jail Inmates
CI	Controlled Intake -Jail Inmates Awaiting Placement
CM	Contract Medium
CP	Contract Program
CS	Community Services (Community Release Center)
DO	Dismass House-Owensboro (Now CS)
E	Kentucky State Penitentiary
EK	Eastern Kentucky Correctional Complex
F	Frankfort Career Development Center
G	Green River Correctional Complex
Н	Harlan County Forestry Camp (Closed)
I	International Status
JM	Jailed Inmates –
L	Kentucky State Reformatory
LA	Lee Adjustment Center
LC	Luther Luckett Correctional Complex
MC	Marion Adjustment Center
N	Northpoint Training Center
OC	Otter Creek Correctional Complex (Now Closed)
OS	Out of State
P	Bell County Forestry Camp
PC	Kentucky Correctional Psychiatric Center
R	Roederer Correctional Complex
SI	Shock Incarceration (Boot Camp)
W	Kentucky Correctional Institution for Women
WA	Kentucky Correctional Institution for Women Assessment
WC	Western Kentucky Correctional Complex
XX	Pending Controlled Intake

## Ænter type of Incoming Action

Code	Status
A	New Commitment
В	Transfer In
С	Returned Parole Violator with Warrant
D	Returned Parole Violator with New Consecutive Sentence
Е	Returned Parole Violator with New Concurrent Sentence
F	Returned Conditional Release Violation
G	Returned Shock Probation Violator (No New Sentence)
Н	Returned Shock Probation Violator with New Consecutive Sentence
I	Returned Shock Probation Violator with New Concurrent Sentence
J	Returned Escapee – No new sentence
K	Returned escapee with new consecutive sentence
L	Returned Escapee with New Concurrent Sentence
M	Returned Court Order
N	Returned Parolee – Intensive Supervision Program with Warrant
O	Returned Parolee-ISP with Consecutive Sentence
P	Returned Parolee-ISP with New Concurrent Sentence
Q	Returned Shock Probation Violator ISP with Warrant
R	Returned Shock Probation ISP with New Consecutive Sentence
S	Return Shock Probation ISP with New Concurrent Sentence
T	Out-Of-State Controlled Intake
U	Return Home Incarceration-Technical
V	Return Home Incarceration-New Consecutive Sentence
W	Return Home Incarceration-New Concurrent Sentence
X	Return Active Release
Y	Return Sex Offender
Z	Hold Status
2	Returned Pre-Release Probation

Enter Institutional Start Date

Date inmate physically arrives at the institution OR

Controlled Intake – Date Sentenced/Received

<u>DATE SENTENCED/RECEIVED</u>- This date is generally obtained from the judgment or the order committing the inmate to the Department of Corrections and is found in the body of the order.

# The following documents should be utilized to determine this date (Choose the one that applies):

- ? ? Original Judgment (Use the date that applies)
- 1. Date of appearance in open court for final sentencing.
- 2. If ordered to report to jail on a different date-the report date shall be verified and used.
- 3. If the order indicates jail credit is given as of a specific date that date shall be used.
- ? **Order revoking probation-**if probation was granted at the time of sentencing, the order revoking probation is the committing document. (Use the date that applies)
- 1. Date appearance in open court for revocation
- 2. If ordered to report to jail on a different date-the report date shall be verified and used.
- 3. If the order indicates jail credit is given as of a specific date that date shall be used.
- ? **PIN or Documentation of Custody Time Credit** If none of the above dates are included in the court orders, the PIN or Documentation of custody time credit may be used if the date is:
  - 1. Verified by contacting the court
  - 2. Verified by a judge's signature
  - 3. Referenced in a court order
- ? ? If the inmate was received through an Interstate Agreement on Detainers, the date the inmate returned or became available to Kentucky should be used. This information can be obtained from the PIN, however documentation must be requested from the releasing agency to verify this information.

Once you have determined the institutional start date enter by year, month, then day with no spaces or slashes separating the days. For example, if the date sentenced/received were April 9, 2004 the date would be entered as:

#### 20040409

No further information is entered in this screen at the time of initial calculation.

Upon completion of this section, your screen should appear as follows:

Inmate Institutional Number: 153249

Receiving Institution Code: CI
Type of Incoming Action: A

Institutional Start Date: 20040409

Institutional Start Time: Type of Outgoing Action: Institutional End Date: Institutional End Time: Transferred to (Code):

Released To:

#### II. Outgoing Transfers

Outgoing transfers must be entered by the sending institution on the date the inmate leaves the institution.

On the main menu enter 01

Find the line number of the last incoming action

#### Your screen will look similar to the example below:

Inmate Number 028149-CI-00

In Action: A ISD 08/02/96 Out Action: B IED: 8/13/06

Inmate Number 123459-AC-01

In Action:B 8/13/96 Out Action:B IED: 8/23/96

In this example 01 listed by the inmate number would be the last incoming action.

For this case you would then enter 01

Code	Status
A	Parole
В	Transfer Out
C	Conditional Release
D	Minimum Expiration
Е	Maximum Expiration
F	Shock Probation
G	Court Order
Н	Escape
I	Death
J	Pardon
K	Commutation of Sentence
L	Death by Execution
M	Out-of-State
N	Parole to ISP
0	Shock Probation to ISP
P	Shock Probation from Controlled Intake
Q	Administrative Conditional Release
R	Administrative Minimum Expiration
S	Active Released
T	Home Incarceration
X	Medium Custody Jailed Inmate Discharge
Y	Sex Offender Conditional Discharge
Z	Hold Status
2	Pre-Release Probation

Enter the Date the inmate left the institution. The date should be entered with no spaces or slashes separating the days. For example, if the date sentenced/received were April 9, 2004, the date would be entered as:

## 20040409

Next enter the appropriate code for the institution the inmate is transferring to.

Code	Institution
AC	Assessment/Classification Center
В	Blackburn Correctional Complex
BA	Blackburn Assessment
BW	Daniel Boone Career Development Center (Now Closed)
CC	Jail Inmates - Community Custody
CD	Jail Inmates
CI	Controlled Intake -Jail Inmates Awaiting Placement
CM	Contract Medium
CP	Contract Program
CS	Community Services (Community Release Center)
DO	Dismass House-Owensboro
Е	Kentucky State Penitentiary
EK	Eastern Kentucky Correctional Complex
F	Frankfort Career Development Center
G	Green River Correctional Complex
Н	Harlan County Forestry Camp (Closed)
I	International Status
JM	Jailed Inmates – Medium Custody (ASK JOHN)
L	Kentucky State Reformatory
LA	Lee Adjustment Center
LC	Luther Luckett Correctional Complex
MC	Marion Adjustment Center
N	Northpoint Training Center
OC	Otter Creek Correctional Complex
OS	Out of State
P	Bell County Forestry Camp
PC	Kentucky Correctional Psychiatric Center
R	Roederer Correctional Complex
SI	Shock Incarceration (Boot Camp)
W	Kentucky Correctional Institution for Women
WA	Kentucky Correctional Institution for Women Assessment
WC	Western Kentucky Correctional Complex
XX	Pending Controlled Intake

Note: If the inmate is being transferred to the Jail Management (CD/CC/CM) Program then the county code for the county the inmate is being released to should be entered in the "released to:" field.

# **COUNTY CODES**

001-ADAIR	032-ELLIOTT	063-LAUREL	094-OWEN
002-ALLEN	033-ESTILL	064-LAWRENCE	095-OWSLEY
003-ANDERSON	034-FAYETTE	065-LEE	096-PENDLETON
004-BALLARD	035-FLEMING	066-LESLIE	097-PERRY
005-BARREN	036-FLOYD	067-LETCHER	098-PIKE
006-BATH	037-FRANKLIN	068-LEWIS	099-POWELL
007-BELL	038-FULTON	069-LINCOLN	100-PULASKI
008-BOONE	039-GALLATIN	070-LIVINGSTON	101-ROBERTSON
009-BOURBON	040-GARRARD	071-LOGAN	102-ROCKCASTLE
010-BOYD	041-GRANT	072-LYON	103-ROWAN
011-BOYLE	042-GRAVES	073-MCCRACKEN	104-RUSSELL
012-BRACKEN	043-GRAYSON	074-MCCREARY	105-SCOTT
013-BREATHITT	044-GREEN	075-MCLEAN	106-SHELBY
014-BRECKINRIDGE	045-GREENUP	076-MADISON	107-SIMPSON
015-BULLITT	046-HANCOCK	077-MAGOFFIN	108-SPENCER
016-BUTLER	047-HARDIN	078-MARION	109-TAYLOR
017-CALDWELL	048-HARLAN	079-MARSHALL	110-TODD
018-CALLOWAY	049-HARRISON	080-MARTIN	111-TRIGG
019-CAMPBELL	050-HART	081-MASON	112-TRIMBLE
020-CARLISLE	051-HENDERSON	082-MEADE	113-UNION
021-CARROLL	052-HENRY	083-MENIFEE	114-WARREN
022-CARTER	053-HICKMAN	084-MERCER	115-WASHINGTON
023-CASEY	054-HOPKINS	085-METCALFE	116-WAYNE
024-CHRISTIAN	055-JACKSON	086-MONROE	117-WEBSTER
025-CLARK	056-JEFFERSON	087-MONTGOMERY	118-WHITLEY
026-CLAY	057-JESSAMINE	088-MORGAN	119-WOLFE
027-CLINTON	058-JOHNSON	089-MUHLENBERG	120-WOODFORD
028-CRITTENDEN	059-KENTON	090-NELSON	121-OUT-OF-STATE
029-CUMBERLAND	060-KNOTT	091-NICHOLAS	
030-DAVIESS	061-KNOX	092-OHIO	
031-EDMONSON	062-LARUE	093-OLDHAM	

Upon completion of this section, your screen should appear as follows:

Inmate Institutional Number:	153249
Receiving Institution Code:	CI
Type of Incoming Action:	A
Institutional Start Date:	20040409
Type of Outgoing Action:	В
Institutional End Date:	20040409
Institutional End Time:	
Transferred to (Code):	CD
Released To: 001	

## **III. Incoming Transfers**

Incoming Transfers should be entered by the receiving institution on the date received.

## Incoming Action Codes

Code	Status
A	New Commitment
В	Transfer In
C	Returned Parole Violator with Warrant
D	Returned Parole Violator with New Consecutive Sentence
Е	Returned Parole Violator with New Concurrent Sentence
F	Returned Conditional Release Violation
G	Returned Shock Probation Violator (No New Sentence)
Н	Returned Shock Probation Violator with New Consecutive Sentence
I	Returned Shock Probation Violator with New Concurrent Sentence
J	Returned Escapee – No new sentence
K	Returned Escapee with new consecutive sentence
L	Returned Escapee with New Concurrent Sentence
M	Returned Court Order
N	Returned Parolee – Intensive Supervision Program with Warrant
O	Returned Parolee-ISP with Consecutive Sentence
P	Returned Parolee-ISP with New Concurrent Sentence
Q	Returned Shock Probation Violator ISP with Warrant
R	Returned Shock Probation ISP with New Consecutive Sentence
S	Return Shock Probation ISP with New Concurrent Sentence
T	Out-Of-State Controlled Intake
U	Return Home Incarceration-Technical
V	Return Home Incarceration-New Consecutive Sentence
W	Return Home Incarceration-New Concurrent Sentence
X	Return Active Release
Y	Return Sex Offender
Z	Medical Hold Transfer
<u>23</u>	Returned Pre-Release Probation

## **IV.Discharges**

Enter outgoing action code

## **OUTGOING ACTION CODES**

Code	Status
A	Parole
В	Transfer Out
С	Conditional Release
D	Minimum Expiration
E	Maximum Expiration
F	Shock Probation
G	Court Order
Н	Escape
I	Death
J	Pardon
K	Commutation of Sentence
L	Death by Execution
M	Out-of-State
N	Parole to ISP
O	Shock Probation to ISP
P	Shock Probation from Controlled Intake
Q	Administrative Conditional Release
R	Administrative Minimum Expiration
S	Active Released
T	Home Incarceration
X	Medium Custody Jailed Inmate Discharge
Y	Sex Offender Conditional Discharge
Z	Medical Hold
2	Pre-Release Probation
3	Paroled to Expanded Supervision

Enter institutional end date.

# **NOTES/COMMENTS**

# Chapter III Screen 02 Sentence Details

## **Chapter III - Screen 02 Sentence Details**

ORION Screen 02 contains specific information about each charge and each sentence. To add an entry to this screen, enter "02" from the main menu then enter an "X" next to retrieve/update then another "X" next to add.

NOTE: Information should be entered in screen 02 in chronological order:

- 1. By date entered in court
- 2. By indictment number

## 1. **FELONY OFFENSE CODE** - Enter the felony offense code from Appendix II of this Manual.

The appropriate ORION felony offense code that corresponds to the offense listed on the judgment/commitment order, must be entered.

KRS 218A.992 allows misdemeanor drug offenses to be enhanced to a class D felony when the crime was committed while in possession of a firearm. If a misdemeanor drug offense is enhanced to a felony pursuant to the above statute the felony offense code **2800**, for "Possession of a firearm at the time of a drug offense," should be used.

The above statute also allows for a felony drug offense to be enhanced by one (1) felony class if the crime was committed while in possession of a firearm. When a felony drug offense is enhanced in this manner, the felony offense code for the actual drug offense should be used and an explanation of the enhancement should be entered in ORION screen 15 (Example: Possession of a Controlled Substance I could be enhanced from a class D felony to a class C felony).

Misdemeanor convictions will be entered only when the misdemeanor conviction was for a crime committed while in the institution and ordered by the trial court to run consecutively with the inmate's present sentence and to be served in our institution. The total number of months is added to his present sentence and calculated accordingly as "new total time to serve". Because the Parole Board does not interview individuals convicted of misdemeanors, no time is added to an inmate's parole eligibility date on misdemeanor convictions even though the sentences on those convictions run consecutively.

If a felony offense code cannot be found for a charge listed in a court order, locate the appropriate statute for that charge and confirm that the charge is a felony. If the charge is not a felony and the court ordered a sentence greater than 12 months then an amended order should be requested. If the charge is in fact a felony then we must determine the closest felony offense code for that charge and place a note in screen 15 showing the actual charge as it appears in the judgment.

- ?? First look up the statute for the charge referenced in the judgment. If you are unable to locate a statute a copy of the indictment should be obtained from the court which will include the violated statute.
- ?? If a felony offense code for the charge cannot be located, contact Central Office who will then have a corresponding felony offense code created.
- ?? Once you have determined that the charge is a felony and find the appropriate statute find the felony offense code that is most similar to that charge and make sure the felony offense code references the same statute.
- 2. **INDICTMENT NUMBER** Enter the number for <u>each</u> offense.
  - ?? Enter without hyphens, slashes, or trailer numbers.
  - ?? Indictment number 99-CR-0001-02 should be entered as 99CR0001
- 3. **TOTAL COUNTS** The total number of counts of the same charge on the indictment number should be listed (ex, 3 counts should be entered as 003).
  - ?? Multiple counts of the same offense on one indictment should be entered on the same commitment line regardless of the respective sentence lengths or if the individual sentences run consecutive with each other.
  - ?? When multiple counts of the same offense are included in one indictment, an explanation of the following should be placed in screen 15:
    - The dates the crimes were committed
    - The respective sentence lengths
    - If the sentences will be served concurrently or consecutively
  - ?? PFO convictions on the same indictment should only be listed once even if they enhance every charge on that indictment. A Note in screen 15 may be used for clarification of PFO charges and enhancement relative to the conviction.
- 4. **MENTALLY ILL** A "Y" should be entered in this section if the judgment designates that the inmate entered a plea of "Guilty but Mentally Ill."
- 5. **FURTHER INFORMATION** If any type of information is entered in screen 15 then a "Y" should be placed in this section.
- 6. **DATE CRIME COMMITTED** This date should be taken from the front page of the PSI. The date should be entered in YYYYMMDD format.
  - Af the dates do not match those in the crime story then:
    - ?? Enter the date committed as 11111111
    - ?? Contact Probation and Parole for clarification of the actual date
    - ?? Make a note in screen 15
  - If the PSI states that the crime was committed over a period of time or there are multiple counts of the same crime, the latest date should be entered. An explanation of the dates should be placed in screen 15.

- All the PSI is not available then the date crime committed should be entered as 11111111 and a notation should be placed in screen 15. At this point you should contact Probation and Parole to request a copy of the PSI.
- ZeThe date crime committed for a PFO charge should always be 11111111.
- If a PSI states that a crime was committed over a period of time ending with "present," then the date indicted should be used as the last date committed (this is very common for the offense of *Flagrant Nonsupport*).
- Af no PSI enter date as 11111111
- **7. DATE CONVICTED/ENTERED** Date the judgment was entered in court by the circuit clerk. The date should be entered in YYYYMMDD format. In most cases there will be an "entered" stamp reflecting this date.

If there is an entered stamp that date should always be used. Some courts choose to include the date entered in the text of the judgment. If there is no entered stamp on the judgment this date can be used.

If an entered stamp cannot be located and text cannot be found within the order, then the date the document was signed by the judge may be used.

Note: If the entry dates on cases are <u>more</u> than 30 days apart, the latter should be worked as an additional sentence.

**7.8.FELONY CLASS** - Enter felony class as indicated for the felony offense code in Appendix II of this manual. The sentencing schedule is as follows: (unless enhanced by a PFO - KRS 532.020)

```
    ?? Class D 1-5 years
    ?? Class C 5-10 years
    ?? Class B 10-20 years
    ?? Class A 20-Life
```

Note: The felony class for Capital offenses such as murder is always "X".

\*\*\*PFO charges do not have a felony class – <u>leave felony class blank</u>.

- 9. **SENTENCE LENGTH** The sentence length should be entered as ordered by the sentencing court. However, the sentence must be within the specified range for the felony class as noted above. (If the sentence length is not within this range then an amended judgment must be requested that reflects a charge of the appropriate class or a sentence within the given range unless an enhancement is involved).
  - ?? The cumulative sentence length for all counts of the same charge on the same indictment should be entered.
  - ?? If a portion of a sentence is probated then only the length of the sentence of imprisonment should be entered in screen 02 with an explanation in screen 15.

- ?? The sentence length for PFO charges should be 00000000 unless the judgment specifically says the PFO is in lieu of the other sentences, in which cases the sentence length would be entered for the PFO and the sentence length for the other charge(s) would be entered as 00000000.
- ?? If a PFO enhances a sentence on another charge then the length of the enhanced sentence should be entered.

The sentence length should be entered in YYYYMMDD format.

- 10. **JAIL CREDIT** Offender records staff shall not alter documents crediting jail credit in any way. Use the appropriate document below to determine jail credit:
  - ?? Commitment order where judge specifies number of days credited.
  - ?? Any other court order granting jail credit
  - ?? Documentation of custody time credit sheets <u>from Jefferson County only</u>
  - ?? Documentation of Custody Time Credit where commitment order specifically indicates that the department should apply the jail credit from Probation and Parole's calculation. (Ex: A final judgment states that jail credit should be given pursuant to an attached documentation of custody time credit.)

Note: If a time custody credit sheet is amended, corrected or revised the judge must sign it.

Jail Credit **shall not** be given based solely upon information provided in the PSI.

The jail credit should be entered in YYYYMMDD format. If the jail credit is greater than 30 days it should be broken down into years, months and days as described in chapter I of this manual.

Note: If a PFO is in lieu of a certain charge, then jail credit should be entered on the same line as the PFO. If the PFO is an enhancement, the jail credit should remain on the same line as the charge.

<u>10.11.</u> **COUNTY OF COMMITMENT** – Enter the county code found in the following table for the sentencing county.

# **COUNTY CODES**

001-ADAIR         032-ELLIOTT         063-LAUREL         094-OWEN           002-ALLEN         033-ESTILL         064-LAWRENCE         095-OWSLEY           003-ANDERSON         034-FAYETTE         065-LEE         096-PENDLETON           004-BALLARD         035-FLEMING         066-LESLIE         097-PERRY           005-BARREN         036-FLOYD         067-LETCHER         098-PIKE           006-BATH         037-FRANKLIN         068-LEWIS         099-POWELL           007-BELL         038-FULTON         069-LINCOLN         100-PULASKI           008-BOONE         039-GALLATIN         070-LIVINGSTON         101-ROBERTSON           009-BOURBON         040-GARRARD         071-LOGAN         102-ROCKCASTLE           010-BOYD         041-GRANT         072-LYON         103-ROWAN           011-BOYLE         042-GRAVES         073-MCCRACKEN         104-RUSSELL           012-BRACKEN         043-GRAYSON         074-MCCREARY         105-SCOTT           013-BREATHITT         044-GREEN         075-MCLEAN         106-SHELBY           014-BRECKINRIDGE         045-GREENUP         076-MADISON         107-SIMPSON           015-BULLITT         046-HANCOCK         077-MAGOFFIN         108-SPENCER           016-BUTLER         0				
003-ANDERSON         034-FAYETTE         065-LEE         096-PENDLETON           004-BALLARD         035-FLEMING         066-LESLIE         097-PERRY           005-BARREN         036-FLOYD         067-LETCHER         098-PIKE           006-BATH         037-FRANKLIN         068-LEWIS         099-POWELL           007-BELL         038-FULTON         069-LINCOLN         100-PULASKI           008-BOONE         039-GALLATIN         070-LIVINGSTON         101-ROBERTSON           009-BOURBON         040-GARRARD         071-LOGAN         102-ROCKCASTLE           010-BOYD         041-GRANT         072-LYON         103-ROWAN           011-BOYLE         042-GRAVES         073-MCCRACKEN         104-RUSSELL           012-BRACKEN         043-GRAYSON         074-MCCREARY         105-SCOTT           013-BREATHITT         044-GREEN         075-MCLEAN         106-SHELBY           014-BRECKINRIDGE         045-GREENUP         076-MADISON         107-SIMPSON           015-BULLITT         046-HANCOCK         077-MAGOFFIN         108-SPENCER           016-BUTLER         047-HARDIN         078-MARION         109-TAYLOR           017-CALDWELL         048-HARLAN         079-MARSHALL         110-TODD           018-CALLOWAY	001-ADAIR	032-ELLIOTT	063-LAUREL	094-OWEN
004-BALLARD         035-FLEMING         066-LESLIE         097-PERRY           005-BARREN         036-FLOYD         067-LETCHER         098-PIKE           006-BATH         037-FRANKLIN         068-LEWIS         099-POWELL           007-BELL         038-FULTON         069-LINCOLN         100-PULASKI           008-BOONE         039-GALLATIN         070-LIVINGSTON         101-ROBERTSON           009-BOURBON         040-GARRARD         071-LOGAN         102-ROCKCASTLE           010-BOYD         041-GRANT         072-LYON         103-ROWAN           011-BOYLE         042-GRAVES         073-MCCRACKEN         104-RUSSELL           012-BRACKEN         043-GRAYSON         074-MCCREARY         105-SCOTT           013-BREATHITT         044-GREEN         075-MCLEAN         106-SHELBY           014-BRECKINRIDGE         045-GREENUP         076-MADISON         107-SIMPSON           015-BULLITT         046-HANCOCK         077-MAGOFFIN         108-SPENCER           016-BUTLER         047-HARDIN         078-MARION         109-TAYLOR           017-CALDWELL         048-HARLAN         079-MARSHALL         110-TODD           018-CALLOWAY         049-HARRISON         080-MARTIN         111-TRIMBLE           020-CARLISLE	002-ALLEN	033-ESTILL	064-LAWRENCE	095-OWSLEY
005-BARREN         036-FLOYD         067-LETCHER         098-PIKE           006-BATH         037-FRANKLIN         068-LEWIS         099-POWELL           007-BELL         038-FULTON         069-LINCOLN         100-PULASKI           008-BOONE         039-GALLATIN         070-LIVINGSTON         101-ROBERTSON           009-BOURBON         040-GARRARD         071-LOGAN         102-ROCKCASTLE           010-BOYD         041-GRANT         072-LYON         103-ROWAN           011-BOYLE         042-GRAVES         073-MCCRACKEN         104-RUSSELL           012-BRACKEN         043-GRAYSON         074-MCCREARY         105-SCOTT           013-BREATHITT         044-GREEN         075-MCLEAN         106-SHELBY           014-BRECKINRIDGE         045-GREENUP         076-MADISON         107-SIMPSON           015-BULLITT         046-HANCOCK         077-MAGOFFIN         108-SPENCER           016-BUTLER         047-HARDIN         078-MARION         109-TAYLOR           017-CALDWELL         048-HARLAN         079-MARSHALL         110-TODD           018-CALLOWAY         049-HARRISON         080-MARTIN         111-TRIGG           019-CAMIPBELL         050-HART         081-MASON         112-TRIMBLE           020-CARLISLE	003-ANDERSON	034-FAYETTE	065-LEE	096-PENDLETON
006-BATH         037-FRANKLIN         068-LEWIS         099-POWELL           007-BELL         038-FULTON         069-LINCOLN         100-PULASKI           008-BOONE         039-GALLATIN         070-LIVINGSTON         101-ROBERTSON           009-BOURBON         040-GARRARD         071-LOGAN         102-ROCKCASTLE           010-BOYD         041-GRANT         072-LYON         103-ROWAN           011-BOYLE         042-GRAVES         073-MCCRACKEN         104-RUSSELL           012-BRACKEN         043-GRAYSON         074-MCCREARY         105-SCOTT           013-BREATHITT         044-GREEN         075-MCLEAN         106-SHELBY           014-BRECKINRIDGE         045-GREENUP         076-MADISON         107-SIMPSON           015-BULLITT         046-HANCOCK         077-MAGOFFIN         108-SPENCER           016-BUTLER         047-HARDIN         078-MARION         109-TAYLOR           017-CALDWELL         048-HARLAN         079-MARSHALL         110-TODD           018-CALLOWAY         049-HARRISON         080-MARTIN         111-TRIGG           019-CAMPBELL         050-HART         081-MASON         112-TRIMBLE           020-CARLISLE         051-HENDERSON         082-MEADE         113-UNION           021-CARROLL	004-BALLARD	035-FLEMING	066-LESLIE	097-PERRY
007-BELL         038-FULTON         069-LINCOLN         100-PULASKI           008-BOONE         039-GALLATIN         070-LIVINGSTON         101-ROBERTSON           009-BOURBON         040-GARRARD         071-LOGAN         102-ROCKCASTLE           010-BOYD         041-GRANT         072-LYON         103-ROWAN           011-BOYLE         042-GRAVES         073-MCCRACKEN         104-RUSSELL           012-BRACKEN         043-GRAYSON         074-MCCREARY         105-SCOTT           013-BREATHITT         044-GREEN         075-MCLEAN         106-SHELBY           014-BRECKINRIDGE         045-GREENUP         076-MADISON         107-SIMPSON           015-BULLITT         046-HANCOCK         077-MAGOFFIN         108-SPENCER           016-BUTLER         047-HARDIN         078-MARION         109-TAYLOR           017-CALDWELL         048-HARLAN         079-MARSHALL         110-TODD           018-CALLOWAY         049-HARRISON         080-MARTIN         111-TRIGG           019-CAMPBELL         050-HART         081-MASON         112-TRIMBLE           020-CARLISLE         051-HENDERSON         082-MEADE         113-UNION           021-CARROLL         052-HENRY         083-MENIFEE         114-WARREN           022-CARTER	005-BARREN	036-FLOYD	067-LETCHER	098-PIKE
008-BOONE         039-GALLATIN         070-LIVINGSTON         101-ROBERTSON           009-BOURBON         040-GARRARD         071-LOGAN         102-ROCKCASTLE           010-BOYD         041-GRANT         072-LYON         103-ROWAN           011-BOYLE         042-GRAVES         073-MCCRACKEN         104-RUSSELL           012-BACKEN         043-GRAYSON         074-MCCREARY         105-SCOTT           013-BREATHITT         044-GREEN         075-MCLEAN         106-SHELBY           014-BRECKINRIDGE         045-GREENUP         076-MADISON         107-SIMPSON           015-BULLITT         046-HANCOCK         077-MAGOFFIN         108-SPENCER           016-BUTLER         047-HARDIN         078-MARION         109-TAYLOR           017-CALDWELL         048-HARLAN         079-MARSHALL         110-TODD           018-CALLOWAY         049-HARRISON         080-MARTIN         111-TRIGG           019-CAMPBELL         050-HART         081-MASON         112-TRIMBLE           020-CARLISLE         051-HENDERSON         082-MEADE         113-UNION           021-CARROLL         052-HENRY         083-MENIFEE         114-WARREN           022-CARTER         053-HICKMAN         084-MERCER         115-WASHINGTON           023-CASEY	006-BATH	037-FRANKLIN	068-LEWIS	099-POWELL
009-BOURBON         040-GARRARD         071-LOGAN         102-ROCKCASTLE           010-BOYD         041-GRANT         072-LYON         103-ROWAN           011-BOYLE         042-GRAVES         073-MCCRACKEN         104-RUSSELL           012-BRACKEN         043-GRAYSON         074-MCCREARY         105-SCOTT           013-BREATHITT         044-GREEN         075-MCLEAN         106-SHELBY           014-BRECKINRIDGE         045-GREENUP         076-MADISON         107-SIMPSON           015-BULLITT         046-HANCOCK         077-MAGOFFIN         108-SPENCER           016-BUTLER         047-HARDIN         078-MARION         109-TAYLOR           017-CALDWELL         048-HARLAN         079-MARSHALL         110-TODD           018-CALLOWAY         049-HARRISON         080-MARTIN         111-TRIGG           019-CAMPBELL         050-HART         081-MASON         112-TRIMBLE           020-CARLISLE         051-HENDERSON         082-MEADE         113-UNION           021-CARROLL         052-HENRY         083-MENIFEE         114-WARREN           022-CARTER         053-HICKMAN         084-MERCER         115-WASHINGTON           023-CASEY         054-HOPKINS         085-METCALFE         116-WAYNE           024-CHRISTIAN	007-BELL	038-FULTON	069-LINCOLN	100-PULASKI
010-BOYD         041-GRANT         072-LYON         103-ROWAN           011-BOYLE         042-GRAVES         073-MCCRACKEN         104-RUSSELL           012-BRACKEN         043-GRAYSON         074-MCCREARY         105-SCOTT           013-BREATHITT         044-GREEN         075-MCLEAN         106-SHELBY           014-BRECKINRIDGE         045-GREENUP         076-MADISON         107-SIMPSON           015-BULLITT         046-HANCOCK         077-MAGOFFIN         108-SPENCER           016-BUTLER         047-HARDIN         078-MARION         109-TAYLOR           017-CALDWELL         048-HARLAN         079-MARSHALL         110-TODD           018-CALLOWAY         049-HARRISON         080-MARTIN         111-TRIGG           019-CAMPBELL         050-HART         081-MASON         112-TRIMBLE           020-CARLISLE         051-HENDERSON         082-MEADE         113-UNION           021-CARROLL         052-HENRY         083-MENIFEE         114-WARREN           022-CARTER         053-HICKMAN         084-MERCER         115-WASHINGTON           023-CASEY         054-HOPKINS         085-METCALFE         116-WAYNE           024-CHRISTIAN         055-JACKSON         086-MONGOE         117-WEBSTER           025-CLARK	008-BOONE	039-GALLATIN	070-LIVINGSTON	101-ROBERTSON
011-BOYLE         042-GRAVES         073-MCCRACKEN         104-RUSSELL           012-BRACKEN         043-GRAYSON         074-MCCREARY         105-SCOTT           013-BREATHITT         044-GREEN         075-MCLEAN         106-SHELBY           014-BRECKINRIDGE         045-GREENUP         076-MADISON         107-SIMPSON           015-BULLITT         046-HANCOCK         077-MAGOFFIN         108-SPENCER           016-BUTLER         047-HARDIN         078-MARION         109-TAYLOR           017-CALDWELL         048-HARLAN         079-MARSHALL         110-TODD           018-CALLOWAY         049-HARRISON         080-MARTIN         111-TRIGG           019-CAMPBELL         050-HART         081-MASON         112-TRIMBLE           020-CARLISLE         051-HENDERSON         082-MEADE         113-UNION           021-CARROLL         052-HENRY         083-MENIFEE         114-WARREN           022-CARTER         053-HICKMAN         084-MERCER         115-WASHINGTON           023-CASEY         054-HOPKINS         085-METCALFE         116-WAYNE           024-CHRISTIAN         055-JACKSON         086-MONROE         117-WEBSTER           025-CLARK         056-JEFFERSON         087-MONTGOMERY         118-WHITLEY           026-CLAY<	009-BOURBON	040-GARRARD	071-LOGAN	102-ROCKCASTLE
012-BRACKEN         043-GRAYSON         074-MCCREARY         105-SCOTT           013-BREATHITT         044-GREEN         075-MCLEAN         106-SHELBY           014-BRECKINRIDGE         045-GREENUP         076-MADISON         107-SIMPSON           015-BULLITT         046-HANCOCK         077-MAGOFFIN         108-SPENCER           016-BUTLER         047-HARDIN         078-MARION         109-TAYLOR           017-CALDWELL         048-HARLAN         079-MARSHALL         110-TODD           018-CALLOWAY         049-HARRISON         080-MARTIN         111-TRIGG           019-CAMPBELL         050-HART         081-MASON         112-TRIMBLE           020-CARLISLE         051-HENDERSON         082-MEADE         113-UNION           021-CARROLL         052-HENRY         083-MENIFEE         114-WARREN           022-CARTER         053-HICKMAN         084-MERCER         115-WASHINGTON           023-CASEY         054-HOPKINS         085-METCALFE         116-WAYNE           024-CHRISTIAN         055-JACKSON         086-MONROE         117-WEBSTER           025-CLARK         056-JEFFERSON         087-MONTGOMERY         118-WHITLEY           026-CLAY         057-JESSAMINE         088-MORGAN         119-WOLFE           027-CLINTON<	010-BOYD	041-GRANT	072-LYON	103-ROWAN
013-BREATHITT         044-GREEN         075-MCLEAN         106-SHELBY           014-BRECKINRIDGE         045-GREENUP         076-MADISON         107-SIMPSON           015-BULLITT         046-HANCOCK         077-MAGOFFIN         108-SPENCER           016-BUTLER         047-HARDIN         078-MARION         109-TAYLOR           017-CALDWELL         048-HARLAN         079-MARSHALL         110-TODD           018-CALLOWAY         049-HARRISON         080-MARTIN         111-TRIGG           019-CAMPBELL         050-HART         081-MASON         112-TRIMBLE           020-CARLISLE         051-HENDERSON         082-MEADE         113-UNION           021-CARROLL         052-HENRY         083-MENIFEE         114-WARREN           022-CARTER         053-HICKMAN         084-MERCER         115-WASHINGTON           023-CASEY         054-HOPKINS         085-METCALFE         116-WAYNE           024-CHRISTIAN         055-JACKSON         086-MONROE         117-WEBSTER           025-CLARK         056-JEFFERSON         087-MONTGOMERY         118-WHITLEY           026-CLAY         057-JESSAMINE         088-MORGAN         119-WOLFE           027-CLINTON         058-JOHNSON         089-MUHLENBERG         120-WOODFORD           028-CRI	011-BOYLE	042-GRAVES	073-MCCRACKEN	104-RUSSELL
014-BRECKINRIDGE         045-GREENUP         076-MADISON         107-SIMPSON           015-BULLITT         046-HANCOCK         077-MAGOFFIN         108-SPENCER           016-BUTLER         047-HARDIN         078-MARION         109-TAYLOR           017-CALDWELL         048-HARLAN         079-MARSHALL         110-TODD           018-CALLOWAY         049-HARRISON         080-MARTIN         111-TRIGG           019-CAMPBELL         050-HART         081-MASON         112-TRIMBLE           020-CARLISLE         051-HENDERSON         082-MEADE         113-UNION           021-CARROLL         052-HENRY         083-MENIFEE         114-WARREN           022-CARTER         053-HICKMAN         084-MERCER         115-WASHINGTON           023-CASEY         054-HOPKINS         085-METCALFE         116-WAYNE           024-CHRISTIAN         055-JACKSON         086-MONROE         117-WEBSTER           025-CLARK         056-JEFFERSON         087-MONTGOMERY         118-WHITLEY           026-CLAY         057-JESSAMINE         088-MORGAN         119-WOLFE           027-CLINTON         058-JOHNSON         089-MUHLENBERG         120-WOODFORD           028-CRITTENDEN         059-KENTON         090-NELSON         121-OUT-OF-STATE <td< td=""><td>012-BRACKEN</td><td>043-GRAYSON</td><td>074-MCCREARY</td><td>105-SCOTT</td></td<>	012-BRACKEN	043-GRAYSON	074-MCCREARY	105-SCOTT
015-BULLITT         046-HANCOCK         077-MAGOFFIN         108-SPENCER           016-BUTLER         047-HARDIN         078-MARION         109-TAYLOR           017-CALDWELL         048-HARLAN         079-MARSHALL         110-TODD           018-CALLOWAY         049-HARRISON         080-MARTIN         111-TRIGG           019-CAMPBELL         050-HART         081-MASON         112-TRIMBLE           020-CARLISLE         051-HENDERSON         082-MEADE         113-UNION           021-CARROLL         052-HENRY         083-MENIFEE         114-WARREN           022-CARTER         053-HICKMAN         084-MERCER         115-WASHINGTON           023-CASEY         054-HOPKINS         085-METCALFE         116-WAYNE           024-CHRISTIAN         055-JACKSON         086-MONROE         117-WEBSTER           025-CLARK         056-JEFFERSON         087-MONTGOMERY         118-WHITLEY           026-CLAY         057-JESSAMINE         088-MORGAN         119-WOLFE           027-CLINTON         058-JOHNSON         089-MUHLENBERG         120-WOODFORD           028-CRITTENDEN         059-KENTON         090-NELSON         121-OUT-OF-STATE           029-CUMBERLAND         060-KNOTT         091-NICHOLAS           030-DAVIESS         06	013-BREATHITT	044-GREEN	075-MCLEAN	106-SHELBY
016-BUTLER         047-HARDIN         078-MARION         109-TAYLOR           017-CALDWELL         048-HARLAN         079-MARSHALL         110-TODD           018-CALLOWAY         049-HARRISON         080-MARTIN         111-TRIGG           019-CAMPBELL         050-HART         081-MASON         112-TRIMBLE           020-CARLISLE         051-HENDERSON         082-MEADE         113-UNION           021-CARROLL         052-HENRY         083-MENIFEE         114-WARREN           022-CARTER         053-HICKMAN         084-MERCER         115-WASHINGTON           023-CASEY         054-HOPKINS         085-METCALFE         116-WAYNE           024-CHRISTIAN         055-JACKSON         086-MONROE         117-WEBSTER           025-CLARK         056-JEFFERSON         087-MONTGOMERY         118-WHITLEY           026-CLAY         057-JESSAMINE         088-MORGAN         119-WOLFE           027-CLINTON         058-JOHNSON         089-MUHLENBERG         120-WOODFORD           028-CRITTENDEN         059-KENTON         090-NELSON         121-OUT-OF-STATE           029-CUMBERLAND         060-KNOTT         091-NICHOLAS           030-DAVIESS         061-KNOX         092-OHIO	014-BRECKINRIDGE	045-GREENUP	076-MADISON	107-SIMPSON
017-CALDWELL         048-HARLAN         079-MARSHALL         110-TODD           018-CALLOWAY         049-HARRISON         080-MARTIN         111-TRIGG           019-CAMPBELL         050-HART         081-MASON         112-TRIMBLE           020-CARLISLE         051-HENDERSON         082-MEADE         113-UNION           021-CARROLL         052-HENRY         083-MENIFEE         114-WARREN           022-CARTER         053-HICKMAN         084-MERCER         115-WASHINGTON           023-CASEY         054-HOPKINS         085-METCALFE         116-WAYNE           024-CHRISTIAN         055-JACKSON         086-MONROE         117-WEBSTER           025-CLARK         056-JEFFERSON         087-MONTGOMERY         118-WHITLEY           026-CLAY         057-JESSAMINE         088-MORGAN         119-WOLFE           027-CLINTON         058-JOHNSON         089-MUHLENBERG         120-WOODFORD           028-CRITTENDEN         059-KENTON         090-NELSON         121-OUT-OF-STATE           029-CUMBERLAND         060-KNOTT         091-NICHOLAS           030-DAVIESS         061-KNOX         092-OHIO	015-BULLITT	046-HANCOCK	077-MAGOFFIN	108-SPENCER
018-CALLOWAY         049-HARRISON         080-MARTIN         111-TRIGG           019-CAMPBELL         050-HART         081-MASON         112-TRIMBLE           020-CARLISLE         051-HENDERSON         082-MEADE         113-UNION           021-CARROLL         052-HENRY         083-MENIFEE         114-WARREN           022-CARTER         053-HICKMAN         084-MERCER         115-WASHINGTON           023-CASEY         054-HOPKINS         085-METCALFE         116-WAYNE           024-CHRISTIAN         055-JACKSON         086-MONROE         117-WEBSTER           025-CLARK         056-JEFFERSON         087-MONTGOMERY         118-WHITLEY           026-CLAY         057-JESSAMINE         088-MORGAN         119-WOLFE           027-CLINTON         058-JOHNSON         089-MUHLENBERG         120-WOODFORD           028-CRITTENDEN         059-KENTON         090-NELSON         121-OUT-OF-STATE           029-CUMBERLAND         060-KNOTT         091-NICHOLAS           030-DAVIESS         061-KNOX         092-OHIO	016-BUTLER	047-HARDIN	078-MARION	109-TAYLOR
019-CAMPBELL         050-HART         081-MASON         112-TRIMBLE           020-CARLISLE         051-HENDERSON         082-MEADE         113-UNION           021-CARROLL         052-HENRY         083-MENIFEE         114-WARREN           022-CARTER         053-HICKMAN         084-MERCER         115-WASHINGTON           023-CASEY         054-HOPKINS         085-METCALFE         116-WAYNE           024-CHRISTIAN         055-JACKSON         086-MONROE         117-WEBSTER           025-CLARK         056-JEFFERSON         087-MONTGOMERY         118-WHITLEY           026-CLAY         057-JESSAMINE         088-MORGAN         119-WOLFE           027-CLINTON         058-JOHNSON         089-MUHLENBERG         120-WOODFORD           028-CRITTENDEN         059-KENTON         090-NELSON         121-OUT-OF-STATE           029-CUMBERLAND         060-KNOTT         091-NICHOLAS           030-DAVIESS         061-KNOX         092-OHIO	017-CALDWELL	048-HARLAN	079-MARSHALL	110-TODD
020-CARLISLE         051-HENDERSON         082-MEADE         113-UNION           021-CARROLL         052-HENRY         083-MENIFEE         114-WARREN           022-CARTER         053-HICKMAN         084-MERCER         115-WASHINGTON           023-CASEY         054-HOPKINS         085-METCALFE         116-WAYNE           024-CHRISTIAN         055-JACKSON         086-MONROE         117-WEBSTER           025-CLARK         056-JEFFERSON         087-MONTGOMERY         118-WHITLEY           026-CLAY         057-JESSAMINE         088-MORGAN         119-WOLFE           027-CLINTON         058-JOHNSON         089-MUHLENBERG         120-WOODFORD           028-CRITTENDEN         059-KENTON         090-NELSON         121-OUT-OF-STATE           029-CUMBERLAND         060-KNOTT         091-NICHOLAS           030-DAVIESS         061-KNOX         092-OHIO	018-CALLOWAY	049-HARRISON	080-MARTIN	111-TRIGG
021-CARROLL         052-HENRY         083-MENIFEE         114-WARREN           022-CARTER         053-HICKMAN         084-MERCER         115-WASHINGTON           023-CASEY         054-HOPKINS         085-METCALFE         116-WAYNE           024-CHRISTIAN         055-JACKSON         086-MONROE         117-WEBSTER           025-CLARK         056-JEFFERSON         087-MONTGOMERY         118-WHITLEY           026-CLAY         057-JESSAMINE         088-MORGAN         119-WOLFE           027-CLINTON         058-JOHNSON         089-MUHLENBERG         120-WOODFORD           028-CRITTENDEN         059-KENTON         090-NELSON         121-OUT-OF-STATE           029-CUMBERLAND         060-KNOTT         091-NICHOLAS           030-DAVIESS         061-KNOX         092-OHIO	019-CAMPBELL	050-HART	081-MASON	112-TRIMBLE
022-CARTER         053-HICKMAN         084-MERCER         115-WASHINGTON           023-CASEY         054-HOPKINS         085-METCALFE         116-WAYNE           024-CHRISTIAN         055-JACKSON         086-MONROE         117-WEBSTER           025-CLARK         056-JEFFERSON         087-MONTGOMERY         118-WHITLEY           026-CLAY         057-JESSAMINE         088-MORGAN         119-WOLFE           027-CLINTON         058-JOHNSON         089-MUHLENBERG         120-WOODFORD           028-CRITTENDEN         059-KENTON         090-NELSON         121-OUT-OF-STATE           029-CUMBERLAND         060-KNOTT         091-NICHOLAS           030-DAVIESS         061-KNOX         092-OHIO	020-CARLISLE	051-HENDERSON	082-MEADE	113-UNION
023-CASEY         054-HOPKINS         085-METCALFE         116-WAYNE           024-CHRISTIAN         055-JACKSON         086-MONROE         117-WEBSTER           025-CLARK         056-JEFFERSON         087-MONTGOMERY         118-WHITLEY           026-CLAY         057-JESSAMINE         088-MORGAN         119-WOLFE           027-CLINTON         058-JOHNSON         089-MUHLENBERG         120-WOODFORD           028-CRITTENDEN         059-KENTON         090-NELSON         121-OUT-OF-STATE           029-CUMBERLAND         060-KNOTT         091-NICHOLAS           030-DAVIESS         061-KNOX         092-OHIO	021-CARROLL	052-HENRY	083-MENIFEE	114-WARREN
024-CHRISTIAN055-JACKSON086-MONROE117-WEBSTER025-CLARK056-JEFFERSON087-MONTGOMERY118-WHITLEY026-CLAY057-JESSAMINE088-MORGAN119-WOLFE027-CLINTON058-JOHNSON089-MUHLENBERG120-WOODFORD028-CRITTENDEN059-KENTON090-NELSON121-OUT-OF-STATE029-CUMBERLAND060-KNOTT091-NICHOLAS030-DAVIESS061-KNOX092-OHIO	022-CARTER	053-HICKMAN	084-MERCER	115-WASHINGTON
025-CLARK056-JEFFERSON087-MONTGOMERY118-WHITLEY026-CLAY057-JESSAMINE088-MORGAN119-WOLFE027-CLINTON058-JOHNSON089-MUHLENBERG120-WOODFORD028-CRITTENDEN059-KENTON090-NELSON121-OUT-OF-STATE029-CUMBERLAND060-KNOTT091-NICHOLAS030-DAVIESS061-KNOX092-OHIO	023-CASEY	054-HOPKINS	085-METCALFE	116-WAYNE
026-CLAY057-JESSAMINE088-MORGAN119-WOLFE027-CLINTON058-JOHNSON089-MUHLENBERG120-WOODFORD028-CRITTENDEN059-KENTON090-NELSON121-OUT-OF-STATE029-CUMBERLAND060-KNOTT091-NICHOLAS030-DAVIESS061-KNOX092-OHIO	024-CHRISTIAN	055-JACKSON	086-MONROE	117-WEBSTER
027-CLINTON058-JOHNSON089-MUHLENBERG120-WOODFORD028-CRITTENDEN059-KENTON090-NELSON121-OUT-OF-STATE029-CUMBERLAND060-KNOTT091-NICHOLAS030-DAVIESS061-KNOX092-OHIO	025-CLARK	056-JEFFERSON	087-MONTGOMERY	118-WHITLEY
028-CRITTENDEN059-KENTON090-NELSON121-OUT-OF-STATE029-CUMBERLAND060-KNOTT091-NICHOLAS030-DAVIESS061-KNOX092-OHIO	026-CLAY	057-JESSAMINE	088-MORGAN	119-WOLFE
029-CUMBERLAND 060-KNOTT 091-NICHOLAS 030-DAVIESS 061-KNOX 092-OHIO	027-CLINTON	058-JOHNSON	089-MUHLENBERG	120-WOODFORD
030-DAVIESS 061-KNOX 092-OHIO	028-CRITTENDEN	059-KENTON	090-NELSON	121-OUT-OF-STATE
	029-CUMBERLAND	060-KNOTT	091-NICHOLAS	
031-EDMONSON 062-LARUE 093-OLDHAM	030-DAVIESS	061-KNOX	092-OHIO	
	031-EDMONSON	062-LARUE	093-OLDHAM	

- 12. **CONCURRENT/CONSECUTIVE** Designation in this space should be made consistent with the designation in the judgment. If the judgment is silent on how the sentence runs, the sentence is presumed to run concurrently with any other sentence except under the following circumstances:
  - ?? If the current crime was committed after the inmate was arrested on the other charge and prior to the inmate entering a plea of guilty or being found guilty by a court or jury on the other charge (Crime committed while awaiting trial KRS 533.060(3)).
  - ?? If the current crime was committed while the inmate was on probation, parole or conditional discharge on the other charge (KRS 533.060(2)).
  - ?? If the current charge is a sentence for escape then the sentence shall be served consecutively to any other sentence per KRS 532.110 (4).

Nothing should be entered in the concurrent/consecutive section for line 001; enter this information for each line only as they relate to <u>previous</u> lines. For sentences that run concurrent with three or more previous lines, make the notation as "1- 03" rather than "01, 02, 03". This allows the relationship to all previous charges to be visible on the Resident Record Card.

When all information has been entered in screen 02, your screen should appear as follows:

Felony Offense Code	3015	Trafficking I		
Indictment Number	99CR0509	Total Count-001	Mental Ill	Further Info: Y
Date Crime Committed	19981203			
Date Convicted	19990729	Felony Class-C	LCD	
Sentence Length	00050000	•	Jail Credit	00000004
County of Commitment	056	Citation Number		
This Sentence is Line No:002		Date Received		
Concurrent with:	01			
Consecutive with:				

### **NOTES/COMMENTS**

# Chapter IV Screen 03 - Sentence Calculations

### **Screen 03 - Sentence Calculations**

ORION Screen 03 contains the calculation for each inmate's total sentence during his or her commitment to the department. To begin a calculation in screen 03, enter "03" from the main menu then enter an "X" next to retrieve/update then another "X" next to add and press enter.

Each item entered in ORION Screen 03 must consist of at least a type of action code as listed in the following table and a date (some actions will also include an effective date).

CODE A	DESCRIPTION TOTAL TIME TO SERVE
A1	NEW TOTAL TIME TO SERVE/ADD SENTENCE
A2	NEW TOTAL TIME TO SERVE
В	DATE RECEIVED
BB	*** BLANK LINE ***
C	NORMAL MAXIMUM EXPIRATION DATE
C1	NEW MAXIMUM EXPIRATION DATE
C2	NEW NORMAL MAXIMUM EXPIRATION DATE
D	CREDIT FOR JAIL TIME
D1	TIME SERVED IN FEDERAL INSTITUTION
D2	TIME SERVED IN OUT-OF-STATE INSTITUTION
D3	CREDIT FOR TIME SERVED
E	ADJUSTED MAXIMUM EXPIRATION DATE
F	GOOD TIME ALLOWANCE
F1	GOOD TIME LOST
F2	GOOD TIME RESTORED
F3	MERITORIOUS GOOD TIME AWARD
F4	CUMULATIVE GOOD TIME LOST
F5	CUMULATIVE GOOD TIME RESTORED
F6	CUMULATIVE MERITORIOUS GOOD TIME AWARD
F7	GOVERNORS MERITORIOUS GOOD TIME AWARD
F8	CUMULATIVE GOVERNORS MERITORIOUS GOOD TIME AWARD
F9	EDUCATIONAL GOOD TIME
F0	WORK FOR TIME CREDIT

CODE FC	DESCRIPTION GOOD TIME ALLOWANCE – CONBINED SENTENCES
FS	GOOD TIME ALLOWANCE – SEX OFFEDNERS
FV	GOOD TIME ALLOWANCE – VIOLENT OFFENDERS
FW	CUMULATIVE WORK FOR TIME CREDIT
G	CONDITIONAL RELEASE DATE
G1	NEW CONDITIONAL RELEASE DATE
G2	CONDITIONAL RELEASED
G3	RETURNED CONDITIONAL RELEASE VIOLATOR
G4	MINIMUM EXPIRATION DATE
G5	NEW MINIMUM EXPIRATION DATE
G6	ADMINISTRATIVE RELEASE
G7	GOVERNOR'S COMMUTATION OF SENTENCE
GZ	FINAL DISCHARGE FROM CONDITIONAL RELEASE
Н	ESCAPED
H1	RETURNED FROM ESCAPE
H2	TIME ON ESCAPE
НЗ	APPREHENDED
H4	RETURN ESCAPEE/NEW CONSECUTIVE SENTENCE
H5	RETURN ESCAPEE/NEW CONCURRENT SENTENCE
Н6	RETURN ESCAPEE/NO NEW SENTENCE
I	SHOCK PROBATED
I1	RETURNED SHOCK PROBATION VIOLATOR
I2	TIME ON SHOCK PROBATION
I3	SHOCK PROBATED FROM JAIL
I4	RETURN SHOCK PROBATION VIOLATOR/NEW CONSECUTIVE SENTENCE

CODE I5	<b>DESCRIPTION</b> RETURN SHOCK PROBATION VIOLATOR/NEW CONCURRENT SENTENCE
I6	CUMULATIVE TIME OUT SHOCK PROBATION
IZ	FINAL DISCHARGE FROM SHOCK PROBATION
J	PAROLED
J1	RETURNED PAROLE VIOLATOR
J2	TIME ON PAROLE
J3	CUMULATIVE TIME ON PAROLE
J4	CREDIT FOR PAROLE VIOLATOR TIME
J5	ADJUSTED TIME ON PAROLE
J6	RETURN PAROLE VIOLATOR/NEW CONSECUTIVE SENTENCE
J7	RETURN PAROLE VIOLATOR/NEW CONCURRENT SENTENCE
Ј8	RETURN PAROLE VIOLATOR WITH WARRANT
J9	HB269 – PAROLE SUPERVISION CREDIT
JZ	FINAL DISCHARGE FROM PAROLE
K	DISCHARGED BY COURT ORDER
K1	RETURNED BY COURT ORDER
K2	TIME OUT ON COURT ORDER
K3	DISCHARGE BY COURT WHILE ON PAROLE
L	WARRANT ISSUED
L2	TIME REMAINING – GOVERNOR'S COMP. OF SENTENCE
M	TIME TO SERVE
N	DATE THAT SENTENCE WAS REDUCED
О	RELEASED BY PARDON
P	NON-RESTORABLE GOOD TIME LOST
P1	MERITORIOUS GOOD TIME LOST

CODE P2	DESCRIPTION CUMULATIVE EDUCATIONAL GOOD TIME
P3	CUMULATIVE NON-RESTORABLE GOOD TIME LOSS
Q	ACTIVE RELEASED
Q1	RETURNED FROM ACTIVE RELEASE
Q2	TIME OUT ON ACTIVE RELEASE
R	HOME INCARCERATION
R1	RETURNED FROM HOME INCARCERATION - TECHNICAL
R2	RETURNED FROM HOME INCARCERATION - NEW CONS SENTENCE
R3	RETURNED FROM HOME INCARCERATION - NEW CONC SENTENCE
R4	TIME OUT ON HOME INCARCERATION
S	SEX OFFENDER CONDITIONAL DISCHARGE
<b>S</b> 1	RETURN SEX OFFENDER CONDITIONAL DISCHARGE
S2	REMAINING TIME TO SERVE
T	PRE-RELEASE PROBATION
T1	RETURN PRE-RELEASE PROBATION
T2	TIME OUT ON PRE-RELEASE PROBATION
XA	ADMINISTRATIVE TIME ADJUSTMENT – UP
XS	ADMINISTRATIVE TIME ADJUSTMENT - DOWN
YZ	DIED
ZZ	RESTORATION OF CIVIL RIGHTS

A basic sentence calculation will consist of the following actions. (The letter preceding each item below represents the respective ORION type of action code).

- 1. **(A) TOTAL TIME TO SERVE** Enter the cumulative sentence of imprisonment on all charges. This should be entered in YYYYMMDD format.
- 2. **(B) DATE SENTENCED/RECEIVED** This date is generally obtained from the judgment or the order committing the inmate to the Department of Corrections and is found in the body of the order.

### The following documents should be utilized to determine this date (Choose the one that applies):

- ? ? **Original Judgment** (Use the date that applies)
- 1. Date of appearance in open court for final sentencing.
- 2. If ordered to report to jail on a different date-the report date shall be verified and used.
- 3. If the order indicates jail credit is given as of a specific date, that date shall be used.
- ? ? **Order revoking probation-**if probation was granted at the time of sentencing, the order revoking probation is the committing document. (Use the date that applies)
  - 1. Date of appeared in open court for revocation
  - 2. If ordered to report to jail on a different date-the report date shall be verified and used.
  - 3. If the order indicates jail credit is given as of a specific date, that date shall be used.
- ? ? **PIN or Documentation of Custody Time Credit** If none of the above dates are included in the court orders, the PIN or Documentation of Custody Time Credit may be used if the date is:
  - 1. Verified by Contacting the court
  - 2. Verified by a judge's signature
  - 3. Referenced in a court order
- ? ? If the inmate was received through an Interstate Agreement on Detainers, the date the inmate returned or became available to Kentucky should be used. This information can be obtained from the PIN, however, documentation must be requested from the releasing agency to verify this information.

#### Jail Credit on Multiple Judgments/Multiple Sentences

- 1. Multiple judgments different amounts of jail credit
  - ?? Use sentencing date on <u>latest dated judgment</u>. (Provided there is sufficient amount of jail credit for **all** periods of jail time contained in the judgments.)
- **1.2.** Multiple judgments-one period of jail credit.
  - ?? If the PSI clearly indicates that the defendant was continuously held in jail, use the date of final sentencing on the judgment that credits jail time (usually the first judgment). Thereby the inmate receives credit for all time spent in jail after the first conviction.
- <u>+.3.</u> (C) **NORMAL MAXIMUM EXPIRATION DATE** This date is calculated by adding the total time to serve to the date sentenced/received.

- 14. (D) CREDIT FOR JAIL TIME Total jail credit on all cases should be entered in YYYYMMDD format.
- 4.5. (E) ADJUSTED MAXIMUM EXPIRATION DATE This calculation is automatically computed by the ORION System. This date is calculated by subtracting the total jail credit from the Normal maximum expiration date and appears in YYYY MM DD format.
- <u>1.6.</u> (F, FS, FV or FC) GOOD TIME ALLOWANCE This is one-fourth (1/4) of the total time to serve. There are four (4) types of Good Time Allowance Codes:
  - ?? <u>F</u> Good Time Allowance Used for normal sentence calculations. For normal sentence calculations the good time allowance should be entered as an "F." The ORION system will automatically calculate the allowance at ¼ of the total sentence length.
  - ?? <u>FS</u> Good Time Allowance Used for sex offenders who are restricted from earning good time until successful completion of the Sex Offender Treatment Program, KRS 197.045(4). The good time allowance for these offenses should be entered as an "FS". The ORION System will automatically calculate the allowance at ¼ of the total sentence length. This also places a tentative "S" flag on good time actions in the sentence calculation to designate that information is tentative.
  - ?? <u>FV</u> Good Time Allowance Used for violent offenders who are prohibited from earning any statutory good time, KRS 439.3401(4). Violent offenders may earn up to fifteen (15%) of their sentence as educational or meritorious good time.
  - ?? FC Good Time Allowance- Used for combined sentences, where an inmate is serving two (2) or more sentences in which he can earn statutory good time on some of the sentences but is prohibited from earning good time on a sex offense or violent offense. "C"s will show up in the tentative field when this is used.

Note: For more information regarding the calculation of sex, violent and combined sentences see chapter XVIII (Application of Good Time Credits).

<u>1.7.</u> (G4) Minimum Expiration Date – The minimum expiration date is automatically calculated by the ORION system. It is the result of subtracting the statutory good time allowance from the adjusted maximum expiration Date.

After the sentence has been calculated and the corresponding codes have been entered, press enter to save the information. Check to make sure the ORION calculations match your manual calculations and press enter to exit screen 03

The offenses which may require the use of one of the special good time allowance codes (FS,FV or FC) are referenced in the following tables.

	1		1	
		Offender Information Services		
		Offense Codes		
		Chense Godes		
		Capital Offenses		
ORION	KRS	Felony Offense	Class	Comments
Code		·		
ชกรอ	439.3401	KIDNAPPING HB-7 effective 7/92	X	Crime committed on or after 7/15/86- prior to
0039	433.3401	RIDINAL FING FIB-7 effective 7/32	^	7/15/98
				Is a capital offense when death occurs as a result
8024	439.3401	KIDNAPPING HB-76 effective 7/86	Х	Same as above
				Is a capital offense when death occurs as a result
0530	439.3401	KIDNAPPING HB-455 effective 7/98	Х	Crime Committed on or after 7/15/1998
				Is a capital offense when death occurs as a result
5049	507.020	MURDER	Х	Old Code
8035	439.3401	MURDER HB-7 effective 7/92	Х	Crime committed on or after 7/15/86- prior to 7/15/98
8000	439.3401	MURDER HB-76 effective 7/86	Х	Same as above
	439.3401	MURDER HB-455 effective 7/98	Х	Crime committed on or after 7/15/98
* CO	MPLICITY	Y IS EQUIVALENT TO THE UNDERLYING	CHAR	GE
		Violent Offenses		
ORION	KRS	Felony Offense	Class	Comments
Code				
8030	439.3401	ARSON 1ST DEGREE HB-76 effective 7/86	Α	Crime Committed on or after 7/15/86- prior to 7/15/98
0510	439.3401	ARSON 1ST DEGREE HB-455 effective 7/98	Α	Crime Committed on or After 7/15/98
8020	439.3401	ASSAULT 1ST DEGREEHB-76 effective 7/86	В	Crime Committed on or after 7/15/86- prior to 7/15/98
0900	439.3401	ASSAULT 1ST DEGREE - HB455 effective 7/98	В	Crime Committed on or After 7/15/98
0205	439.3401	BURGLARY I – SB26 effective 7/2002	В	Crime committed on or after 7/15/2002 W/ Sex Offense or Attempt and/or - Assault/Wanton Endangerment.
8038	439.3401	KIDNAPPING - HB7 effective 7/92	Α	Crime Committed on or after 7/15/86- prior to 7/15/98
				Serious Physical Injury

8040	439.3401	KIDNAPPING - HB7 effective 7/92	В	Crime Committed on or after 7/15/86- prior to 7/15/98
8023	439.3401	KIDNAPPING - HB76 effective 7/86	Α	Crime Committed on or after 7/15/86- prior to 7/15/98
				Serious Physical Injury
8025	439.3401	KIDNAPPING - HB76 effective 7/86	В	Crime Committed on or after 7/15/86- prior to 7/15/98
0520	439.3401	KIDNAPPING - HB455 effective 7/98	В	
5040	439.3401	KIDNAPPING - HB455 effective 7/98	Α	Crime Committed on or After 7/15/98
				Serious Physical Injury
8005	439.3401	MANSLAUGHTER 1ST DEGREE - HB76 effective 7/86	В	Crime Committed on or after 7/15/86- prior to 7/15/98
0610	439.3401	MANSLAUGHTER 1ST DEGREE – HB455 effective 7/98	В	Crime Committed on or After 7/15/98
8010	439.3401	RAPE 1ST DEGREE - HB76 effective 7/86	Α	Crime Committed on or after 7/15/86- prior to 7/15/98
				Serious Physical Injury or Under 12 yrs of age
8011	439.3401	RAPE 1ST DEGREE - HB76 effective 7/86	В	Crime Committed on or after 7/15/86- prior to 7/15/98
0580	439.3401	RAPE 1ST DEGREE – HB455 effective 7/98	В	Crime Committed on or After 7/15/98
0590	439.3401	RAPE 1ST DEGREE – HB455 effective 7/98	Α	Crime Committed on or After 7/15/98
				Serious Physical Injury Under 12 yrs of age
0200	439.3401	ROBBERY I – SB26 7/2002	В	Crime committed on or after 7/15/2002
8014	439.3401	SODOMY 1ST DEGREE - HB76 effective 7/86	Α	Crime Committed on or after 7/15/86- prior to 7/15/98
				Serious Physical Injury or Under 12 under 12y of age
	439.3401	SODOMY 1ST DEGREE - HB76 effective 7/86	В	Crime Committed on or after 7/15/86- prior to 7/15/98
0560	439.3401	SODOMY 1ST DEGREE – HB455 effective 7/98	В	Crime Committed on or After 7/15/98
0570	439.3401	SODOMY 1ST DEGREE - HB455 effective 7/98	Α	Crime Committed on or After 7/15/98
				Serious Physical Injury or Under 12 yrs of age
* CO	MPLICIT	Y IS EQUIVALENT TO THE UNDERLYING	G CH	ARGE
		Sex Offenses		

		Sex Offenses		
ORION	KRS	Felony Offense	Class	Comments
Code				
5760	530.020	INCEST	С	
5761	506.010	CRIM ATT - INCEST	D	
7570	531.32002C	PROMOTING MINOR SEX PERFORM-	Α	Physical Injury
7571	506.010	CRIM ATT-PROMOTE MINOR SEX PER	В	Physical Injury
7560	531.32002B	PROMOTING MINOR UNDER 16 IN SEX PERFORM	В	
7561	506.010	CRIM ATT – PROM MINOR < 16 IN SEX PERFORMANCE	С	
5155	510.040	RAPE IN THE 1ST DEGREE	В	Old Code
5156	506.010	CRIM ATT-RAPE 1ST DEGREE	С	
5160	510.040	RAPE IN THE 1ST DEGREE	Α	Serious Physical Injury or Under 12 yrs Old Code
5161	506.010	CRIM ATT-RAPE 1ST DEGREE	В	Serious Physical Injury or Under 12 yrs of age
5170	510.050	RAPE IN THE 2ND DEGREE	С	
5171	506.010	CRIM ATT – RAPE 2ND DEGREE	D	
5180	510.060	RAPE IN THE 3RD DEGREE	D	
5181	506.010	CRIM ATT – RAPE 3 <sup>RD</sup> DEGREE	D	

8010	439.3401	RAPE 1ST DEGREE - HB76 effective 7/86	A	Crime Committed on or After 7/15/86- prior to 7/15/98 Serious Physical Injury or Under 12 yrs of age
8011	439.3401	RAPE 1ST DEGREE - HB76 effective 7/86	В	Crime Committed on or After 7/15/86- prior to 7/15/98
0580	439.3401	RAPE 1ST DEGREE – HB455 effective 7/98	В	Convicted on or After 7/15/98
0590	439.3401	RAPE 1ST DEGREE - HB455 effective 7/98	Α	Convicted on or After 7/15/98
5220	510.110	SEXUAL ABUSE IN THE 1ST DEGREE	D	
5221	506.010	CRIM ATT - SEXUAL ABUSE 1ST DEGREE	D	
5185	510.070	SODOMY IN THE 1ST DEGREE	A	Old Code
				Serious Physical Injury or Under 12 yrs of age
5186	506.010	CRIM ATT-SODOMY 1ST DEGREE	В	Serious Physical Injury or Under 12 yrs of age
5190	510.070	SODOMY IN THE 1ST DEGREE	В	Old Code
5191	506.010	CRIM ATT-SODOMY 1ST DEGREE	С	
5200	510.080	SODOMY IN THE 2ND DEGREE	С	
5201	506.010	CRIM ATT - SODOMY 2ND DEGREE	D	
5210	510.090	SODOMY IN THE 3RD DEGREE	D	
5211	506.010	CRIM ATT - SODOMY 3RD DEGREE	D	
8014	439.3401	SODOMY 1ST DEGREE - HB76 effective 7/86	Α	Convicted Prior to 7/15/98
				Serious Physical Injury or Under 12 yrs of age
8015	439.3401	SODOMY 1ST DEGREE - HB76 effective 7/86	В	Convicted Prior to 7/15/98
0560	439.3401	SODOMY 1ST DEGREE – HB455 effective 7/98	В	Convicted on or After 7/15/98
0570	439.3401	SODOMY 1ST DEGREE - HB455 effective 7/98	Α	Convicted on or After 7/15/98
7765	530.064(2)( C)	UNLAWFUL TRANS W/MINOR 1ST DEGREE	Α	Physical Injury
7766	506.010	CRIM ATT-UNLAWFUL TRANS MINOR	В	Physical Injury
	530.064(2)( B)	UNLAWFUL TRANS W/MINOR 1ST DEGREE	В	Less Than 16 yrs of age
7771	506.010	CRIM ATT-UNLAWFUL TRANS W/MINOR-1ST DEG	С	Less Than 16 yrs of age
7805	530.064(2)( A)	UNLAWFUL TRANS W/MINOR 1ST DEGREE	С	
7775	530.065	UNLAWFUL TRANS W/MINOR-2ND DEGREE	D	
	531.310(2)( C)	USE MINOR IN SEX PERF-	Α	Physical Injury
	506.010	CRIM ATT-USE MINOR IN SEX PERF	В	Physical Injury
	531.310(2)( B)	USE MINOR UNDER 16 IN A SEX PERFORMANCE	В	
	506.010	CRIM ATT-USE MINOR UNDER 16/SEX PERFORM	С	
7520	531.310(2)( A)	USE MINOR UNDER 18 IN A SEX PERFORMANCE	С	

### st COMPLICITY IS EQUIVALENT TO THE UNDERLYING CHARGE

## SEX OFFENSES, VIOLENT OFFENSES, AND VIOLENT SEX OFFENSES

NON-VIOLENT SEX OFFENSES

#### CALCULATION SCREEN 03

- ?? A-E Enter as you would any other offense.
- ?? F Enter FS on this line. This will generate an "S" for SEX OFFENSE in Screen 03 that will stay in the TENTATIVE field until the inmate successfully completes the SOTP (SEX OFFENDER TREATMENT PROGRAM)\*, KRS 197.045(4), and the "S" is removed from this line. Although Good Time is calculated at ¼ (one-fourth) of the sentence, the Good Time cannot be credited until completion of the SOTP (the inmate will serve out by their adjusted maximum expiration date rather than their minumum expiration date).
- ?? G4 MINIMUM EXPIRATION DATE will calculate as usual. IMPORTANT: The inmate will serve until the ADJUSTED MAXIMUM EXPIRATION DATE (Line E) if he does not complete the SOTP.
  - \*An inmate must complete the SEX OFFENDER TREATMENT PROGRAM if the applicable crime was committed after July 15, 1998 in order to receive Statutory Good Time.

### PAROLE ELIGIBILITY SCREEN 05 (Also refer to Chapter V)

- ?? Calculate Parole Eligibility as with any other sentence.
- ?? Enter all information in this screen as usual with 1 exception—after DATE and TYPE, tab over and enter 'SEX'. If this information is in Screen 05 the inmate will not meet with the Parole Board until completion of the SOTP.

Pursuant to KRS 197.045 (4) any sex offender convicted on or after July 15, 1998 who does not complete the sex offender treatment program for any reason shall not be eligible for parole unless the sex offender is mentally retarded.

STAMP FILE WITH AN "S" ON THE LABEL AND AN "S" ON THE FILE.

**NOTE:** GOOD TIME ALLOWANCE, 'FS' and 'SEX' are the only 2 things different when calculating NON-VIOLENT SEX OFFENSES.

VIOLENT OFFENSES—Generally governed by KRS 439.3401.

### CALCULATION SCREEN 03

- ?? A-E Enter as you would any other offense.
- ?? F Enter as "FV". Violent Offenders are not entitled to Statutory Good Time and the FV code will put all 0000 00 00's (zeros) in this line. \*
- ?? G4 Will calculate as usual.
- ?? UD (Ultimate Date). This applies to violent crimes committed on or after July 15, 1998. ORION will automatically calculate 85% of the sentence on this line. This calculation reflects the amount of time the inmate "must serve" before eligible for release. \*\*

\*Be sure to stamp a 'V' on the record card because ORION does not print one.

PAROLE ELIGIBILITY SCREEN 05 (Also refer to Chapter VI).

### To calculate Parole Eligibility

- 1. Calculate the Time Required to Serve for Parole Eligibility, which will depend on HB 76 (HOUSE BILL 76), HB 455 (HOUSE BILL 455), or SB 26 (SENATE BILL 26). See the following page.
- 2. Add the DATE SENTENCED/RECEIVED to the TIME REQUIRED TO SERVE FOR PAROLE ELIGIBILITY.
- 3. Subtract the JAIL TIME CREDIT.
- 4. This is the PAROLE ELIGIBILITY DATE. Enter it in Screen 05.

\*\*The only time the Parole Eligibility Date will be different from the Ultimate Date is when 85% of the sentence for the violent offense is more than 20 years.

### Stamp a "V" on the label and a "V" on the file.

HB 76---Crimes committed BETWEEN JULY 15, 1986 and July 15, 1998. Inmate must serve **50% or 12 years** of sentence (whichever is less) before Parole Eligibility (VERDICT: From Lemon vs. Corrections). Good Time is **not penalized.** 

CAPITAL OFFENSES---FOR THE CRIMES OF MURDER OR COMPLICITY TO MURDER, KIDNAPPING OR COMPLICITY TO KIDNAPPING (where the Kidnapping or Complicity to Kidnapping results in the death of the victim),

CLASS A & B FELONIES---FOR THE CRIMES OF FIRST-DEGREE OR COMPLICITY TO FIRST-DEGREE: MANSLAUGHTER, RAPE, SODOMY, OR ASSAULT. FOR THE CRIMES OF KIDNAPPING OR COMPLICITY TO KIDNAPPING (where the kidnapping results in serious physical injury to the victim), FIRST-DEGREE ARSON OR COMPLICITY TO FIRST-DEGREE ARSON (where the arson results in serious injury or death of the victim), OR OTHER CLASS A OR B CRIMES WHERE THE JUDGMENT DESIGNATES THAT THE VICTIM SUFFERED SERIOUS PHYSICAL INJURY OR DEATH.

HB 455---Crimes committed on or after July 15, 1998. These individuals are not entitled to statutory good time pursuant to KRS 439.3401 and must serve **85%** of his or her sentence before being released.

Capital Offenses---See above

Class A and B Felonies---See above

SB 26----For crimes committed on or after July 15, 2002 the same rules apply as HB 455 with these exceptions:

- Burglary in the First Degree accompanied by the commission or attempted commission of a felony sexual offense in KRS 510:
- Burglary in the First Degree accompanied by the commission or attempted commission of an assault described in KRS 508.010, 508.020, 508.032, or 508.060;
- Burglary in the First Degree accompanied by the commission or attempted commission of a kidnapping as prohibited by KRS 509.040;
- Or Robbery in the First Degree

To calculate Parole Eligibility for crimes committed on or after December 3, 1980 and before July 15, 1986 use the following guidelines:

Sentence Length Time to serve for parole eligibility

1 year to 23 months 4 months to serve

2 years to 39 years 20% of sentence imposed

More than 30 years 8 years Life 8 years

### **VIOLENT "SEX" OFFENSES**

#### CALCULATION SCREEN 03

- ?? A-E Enter as you would any other offense.
- ?? F Enter as "FV" There will be zeros on this line because Violent Sex Offenders are not eligible for Statutory Good Time. Stamp the Record Card with an "S" (Sex) and a "V" (Violent) because ORION will not print them.
- ?? G4 Will calculate as usual.

?? UD This applies to violent crimes committed on or after July 15, 1998. ORION will automatically calculate 85% of the sentence on this line. This calculation reflects the amount of time the inmate "must serve" before eligible for release. \*\*

#### PAROLE ELIGIBILITY SCREEN 05

Calculate as a Violent Offense. Be sure to enter "SEX" because they need to complete the SOTP.

Stamp file with a "VS" on the label and the file.

IMPORTANT: PER HB 76—IF A SEX OFFENSE IS COMMITTED PRIOR TO JULY 15, 1998 BUT CONVICTED ON OR AFTER JULY 15, 1998 IT IS NOT CONSIDERED A VIOLENT OFFENSE AND IS NOT CALCULATED AS ONE.

REMEMBER: (a) Sex Offenders are not eligible for WFTC (Work for Time Credit). (b) "SEX" stays on the Parole Board Screen forever if the SOTP is not completed.

\*\*The only time the Parole Eligibility Date will be different from the Ultimate Date is when 85% of the sentence for the violent offense is more than 20 years.

#### **COMBINED SENTENCES:**

Definition: An aggregate sentence where at least one of the individual sentences prohibits an inmate from receiving statutory good time.

The most common Combined Sentences are:

- 1. A Violent Offense running consecutive to a Non-Violent/Non-Sex Offense. (Eligible for Statutory Good Time only on the Non-Violent/Non-Sex)
- 2. A Violent Offense running consecutive to a Sex Offense. (Eligible for Statutory Good Time on the Sex only after completion of SOTP)
- 3. A violent or sex offense running concurrent with a non-violent or non-sex offense that has a controlling sentence. (Eligible for all statutory good time, however the inmate cannot be released until the **adjusted maximum expiration date** of the sex offense only or the **UD date** on the violent offense only. A note should always be placed in screen 15 explaining this situation.)

To work a combined sentence, it must first be established that the case fits one of the above situations. The offender will receive statutory good time on the non-violent or non-sex offense but not on the violent or sex offense. The good time code to be used in ORION screen 03 is "FC."

ORION will not automatically calculate these sentences. The sentence must be manually calculated and entered into screen 03.

An Ultimate Date must also be calculated and put under the Minimum Expiration Date using the "UD" code. The Ultimate Date is calculated using 85% of the violent offense sentence minus all jail credit.

This is usually the same as the Parole Eligibility Date unless 85% of the sentence for the violent offense is more than 20 years. To calculate the Parole Eligibility Date, use 85% of the violent offense sentence, minus all jail credit or 20 years minus all jail credit, whichever is less. This is pursuant to the **Hughes Decision** which ruled that no one can be ordered to serve longer before meeting the parole board than someone sentenced to Life.

The file should be stamped with a "V" or "S" to signify that the inmate is a violent or sex offender.

CALCULATION SCREEN 03 - you will have to type FC over the F (statutory good time allowance) then go back and enter each figure before ORION will accept the information.

- ?? A-E Calculate as usual (each must be entered manually).
- ?? F Enter FC (Combined Sentence) on this line. This entry must also be completed manually. Enter the statutory good time allowance for only the offense on which good time is not restricted.

- ?? G4 Will need to be entered manually
- ?? UD (Ultimate Date) will need to be entered manually.

### **Split Sentences**

Sometimes you will run across a case that is referred to as a split sentence. This is when someone:

- ?? is sentenced to imprisonment but is ordered to serve only a portion (1 year or more) of the sentence and the rest is probated
- ?? has probation granted in the above situation revoked (in this case they will have served time with the department on the same case under a different inmate number).

For Example: John Doe gets convicted of Theft by Unlawful Taking > \$300 and is sentence to 5 years, with 2 years to serve and the remainder of the sentence probated.

On Mr. Doe's original commitment, only the portion of time he is sentenced to serve will be entered in screen 2 and screen 3 of ORION. An explanation of the terms of his sentence should be explained in screen 15.

After Mr. Doe serves his 2-year portion of the sentence, he is released on 3 years probation. But, Mr. Doe does not successfully complete his probation and is returned to the department. Mr. Doe will now have to serve out the remaining 3 years of his initial sentence.

This situation can be handled by two different means of calculation, depending on the wording of the revocation order. For example:

1) If the revocation order states that the defendant is sentenced to the remainder of his original sentence, you would enter only the probated portion of the original sentence in screen 2 and screen 3. An explanation in screen 15 is very helpful here. In Mr. Doe's case, ORION would read 3 years in screen 2 and 3 because he was originally probated for 3 years.

Note: Any jail credit given prior to original sentencing would not be applied to the new number because it was already given during the previous commitment.

- 2) If the revocation order states that the defendant's probation is hereby revoked and he is ordered to serve the entire original sentence, then the sentence would be calculated in the following manner:
  - ?? The original sentence would be entered in screen 2 & 3 of ORION.
  - ?? The inmate would be given credit for time served on this sentence under the old number including all previous jail credit.

A note should always be entered in screen 15 in these cases. In Mr. Doe's case, his calculation will have 5 years entered in screen 2 & 3 of ORION, and in screen 3 Mr. Doe will be given "Credit for Time Served" with an note in screen 15 explaining where that credit came from and why.

### **COMMUTATION OF SENTENCE**

The Governor of the Commonwealth of Kentucky has the authority under the Kentucky Constitution to commute the sentences of convicted felons. A commutation of sentence basically reduces the sentence length or amount of time to be served on the sentence.

During December 2002 and January 2003 around one thousand (1,000) prisoners were released under a Governor's Conditional Commutation of Sentence due to the Department of Corrections' budget constraints. The prisoners' sentences were already set to expire by minimum expiration of sentence within a few months.

The actual release of prisoners by commutation of sentence would depend on the specific criteria that would be established through the Governor's Office and the Department of Corrections to identify those inmate who meet the qualifying criteria. Persons having been convicted of sex offenses, violent offenses and escape offenses were not included in the commutation of sentence.

A condition of the commutation of sentence was that if a person was ever recommitted to the Department of Corrections for a crime committed after the commutation of their sentence, the commuted portion of the previous sentence would be added to the new sentence.

This time should be calculated by subtracting the date commuted from the minimum expiration date of the old sentence. That amount of time should be added to the inmate's new sentence. In ORION it is added in screen 3 under the line *Normal Maximum Expiration Date*. A short notation in ORION in screen 15 should also be entered at this time. Note: The addition of this time does not affect an inmate's parole eligibility date.

In the following example, Patrick Smith was released 2 months and 6 days early due to the Governor's Commutation. Since then, he has committed the crime of Possession of a Controlled Substance I and was sentenced to 2 years with Corrections. Since he committed this felony after the commutation of his sentence, we will add the amount of time he had left on his commuted sentence to his new sentence. This time will be added to his normal maximum date, which will essentially add into all his calculations in screen 3 of ORION. See the example of what Mr. Smith's calculations would look like in screen 3 below:

(A) TOTAL TIME TO SERVE	0002	00	00
(B) DATE SENTENCED/RECEIVED	2004	02	10
(C) NORMAL MAXIMUM EXPIRATION DATE	2006	02	10
(L2) TIME REMAINING GOV COMMUTATION	0000	02	06
(C2) NEW NORMAL MAX EXPIR DATE	2006	04	16
(D) CREDIT FOR JAIL TIME	0000	00	10
(E) ADJUSTED MAX EXPIRATION DATE	2006	04	06
(F) GOOD TIME ALLOWANCE	0000	06	00
(G) MINIMUM EXPIRATION DATE	2005	10	06

Screen 15 would state the following:

\*\*\*Due to the commutation of Mr. Smith's previous sentence served under 123456-AC, 2 months and six days have been added on to Mr. Smith's new sentence since crime was committed after commutation. (SRH 6/28/04)\*\*\*

### **NOTES/COMMENTS**

# Chapter V

Screen 04 Detainers

### Screen 04 - Detainers

#### **DETAINERS**

A detainer is a written document from a court, prosecutor or law enforcement agency notifying the present custodian that the person has been convicted or has current charges pending against him /her in its jurisdiction and seeking notification and/or custody of the inmate prior to release.

A detainer is lodged with a warrant, indictment, or a formal request in writing from the law enforcement agency. An inmate with an active detainer is to be turned over to the agency that lodged the detainer upon release from Department of Corrections custody.

A hold is lodged when the Department of Corrections becomes aware that there are charges pending against a person but the law enforcement agency has not requested that a detainer be lodged. A hold is documentation by the Department of Corrections that the law enforcement agency should be notified prior to release of an inmate. A hold can not be used to detain an inmate unless a formal detainer has been lodged.

A hold is lodged with an Order of Appearance or Order to Transport that contains an indictment number other than the indictment numbers the inmate is currently serving.

Enter detainers and holds in the order in which they are received

Enter as much detail regarding the charge(s) as possible.

Upon receipt of a detainer, the institutional Offender Information office personnel will:

- 1. Enter the detainer in ORION the day the detainer is received. From the menu screen, type 04 and tab to the "add" field and type an "X". This will give you the detainer/hold screen to enter a detainer in ORION.
- 2. Fill out the Acknowledgment letter. Be sure to mark the appropriate box and indicate the document used to lodge the detainer or hold.
- 3. Immediately send written acknowledgement (to the detaining agency) indicating the offender's present minimum expiration date and parole eligibility date. If not audited, put "not audited" or "not calculated" in the minimum expiration space and parole eligibility space.
- 4. Send one copy of the letter of acknowledgment stapled to one copy of the detainer to Offender Information, Central Office.
- 5. If the inmate is classified to a jail or community center as CS/CD/CC, two copies of the letter of acknowledgment stapled to copy of the detainer should be forwarded to the jail in which the inmate is housed.
- 6. File one copy of the letter of acknowledgment and the original detainer in the inmate's institutional file.
- 7. Promptly serve the inmate with a copy of the detainer and obtain a signed receipt.
- 8. Indicate on the receipt and the original detainer the date signed as well as the name of the person serving the detainer.
- 9. Mark HOLD on the outside of the file in red letters.
- 10. Print a new copy of the resident record card so that the detainer will be indicated.
- 11. If you lodge an out of state detainer for a pending charge, or a Federal detainer for a pending charge, see Inter-State Agreement on Detainers section of this manual.

### **IAD – Interstate Agreement on Detainers**

In addition to the above steps, when lodging an out of state detainer for untried charges, the inmate must be provided with information regarding the Inter-State Agreement on Detainers. The states of Louisiana and Mississippi do not participate in the IAD. If a detainer is lodged on behalf of Louisiana or Mississippi, you do not need to provide the inmate with IAD forms.

- ? ? Give the inmate a copy of Form I-Agreement on Detainers, Notice of Untried Indictment Information or Complaint and for the Right to Request Disposition. (This form explains that the Inter-State Agreement on Detainers gives inmates the right to make a request to the appropriate prosecuting officer and the appropriate court of the jurisdiction in which any such indictment information or complaint is pending that a final disposition be made thereof.) Also provide the inmate with Form II, Inmate's Notice of Place of Imprisonment and Request for Disposition of Indictments, Information or Complaints. These forms should be provided to the inmate when he is served with the detainer.
- ? If the inmate completes Form I and II and provides them to the Offender Information Office, complete Form I, II, III, and IV along with a cover letter. The Warden or Jailer must sign these forms.
- ? Make three copies of the completed forms and cover letter and send one copy to Central Office Offender Information Services, one copy to the Inter-State Agreement Administrator (in Legal Services office), place a copy on your institutional file.
- ? Send the original Forms I, II, III, and IV certified mail to the detaining agency. If there are other detainers within the same state, the institution shall promptly notify all other appropriate prosecuting officials and courts located in that state that have lodged detainers for pending charges. The written notification of the fact of the inmate's request for disposition and the offer to deliver temporary custody shall be accompanied by copies of the completed IAD Forms I, II, III and IV and Forms VI, VII and IX. The notification shall request the officials to arrange transfer between jurisdictions within the state and to indicate the arrangements in "Special Arrangements" section of the IAD Form VII. The notification shall also request the prosecuting officials to keep the institution informed of the inmate's whereabouts. A copy of the written notification shall be sent to the prosecutor and court indicated in the IAD Forms.
- ? You will receive the signed receipt from the certified mail back from the Post Office. (Place this in your institutional file with the IAD Forms.
- ? ? If you receive completed Form VI Evidence of Agency's Authority To Act For Receiving State and completed Form VII Prosecutor's Acceptance Of Temporary Custody Offered In Connection With A Prisoner's Request For Disposition Of A Detainer, you may make arrangements for the detaining authority to take temporary custody of the inmate. Both Forms VI and VII must be received prior to the inmate being released to the custody of the detaining authority. The institution shall release an inmate only into the custody of the agent whose signature appears on the Form VI.
- ? If detainers are pending from more than one jurisdiction within a state, a completed IAD Form VIII shall also be received from each other prosecuting official desiring temporary custody.
- ? ? Once the inmate is returned to Department of Corrections custody, a completed Form IX and the judgment of the sentencing court should accompany him. If not, contact the prosecuting official to obtain a copy of these documents.

The detaining authority may also initiate the IAD by sending the housing institution a completed Form V Request for Temporary Custody. You will provide the inmate a copy of the Form V-A and the detainer if not previously lodged. You will also forward a copy of the Form V and a copy of the detainer to the office of the Governor, Attention: Extradition Secretary. Follow the same steps listed above. If the inmate refuses to waive extradition by completing the appropriate forms, refer to Corrections Policies and Procedures 18.17.

If there are any problems or concerns with the IAD procedures, the Interstate Agreement on Detainers Administrator in the Legal Services office may be contacted for assistance.

Upon completion of this section your screen should appear as follows:

Date Detainer Received: 19960808

Date Detainer Released:

Warrant Number: CR394-1691

Issuing Agency: Franklin County Sheriff

City: Union Contact: Gary Toelke

Charge: Att Commit Rob II

Date Detainer Issued 19960701

Phone: 314582560

State: MO ZIP: 63084

### Releasing a Detainer/Hold

Documentation should be received from the detaining authority in order to release a detainer or hold. Items that would release a detainer would be:

- 1. A written request to release the detainer or hold from the agency that lodged the detainer
- 2. An order from the court dismissing the charges
- 3. A judgment sentencing the inmate to the Department of Corrections, which would be treated as an additional sentence.

Items that would release a hold would be:

- 1. A written request from the agency that lodged the hold
- 2. An order dismissing the charges
- 3. Order amending charges to misdemeanor charges
- 4. Documentation that offender was Released on own Recognizance

Note: If you receive a judgment for a Federal or out of state detainer, this is not sufficient to release the detainer. The detaining agency must request that the detainer be released in writing.

Enter the date released in screen 04 in ORION

**EX** Complete the detainer release form.

- ?? Circle RELEASE
- ?? Tab to bottom portion of the form
- ?? Circle whether you are releasing a detainer or hold
- ?? Check the appropriate box for disposition of charge.
- ?? Copy Offender Information Services
- ?? Copy Inmate
- ?? Copy Inmate File
- ?? Copy to CTO (if appropriate)
- ?? Copy to jail (if in jail program)

**RELEASE ACKNOWLEDGEMENT:** See sample in FORMS

**PENDING CHARGE:** See sample in FORMS

### **NOTES/COMMENTS**

# Chapter VI

Screen 05 Parole Eligibility

### Chapter VI - Screen 05 Parole Eligibility

ORIGINAL PAROLE ELIGIBILITY DATE - The original date is determined by adding the amount of time to be served, provided by the applicable Parole Board Regulations, to the date sentenced/received and subtracting therefrom the total amount of jail credit on all sentences.

In most cases the Original Parole Eligibility Date will be calculated automatically by the ORION System (unless the date the crime was committed for any charge in screen 02 is "11111111". To enter the Original Parole Eligibility Date, enter 05 in the ORION Main Menu and place an "X" next to add. After doing so the screen should appear as follows:

01	DATE:	TYPE:	
	ACTION:	MONTHS DEFERRED:	LCD: 01/15/04
	CODE	STIPULATIONS	
01			
02			
03			
04			
05			
06			
07			
08			
09			
10			
ТО	CHANGE, KE	EY OVER EXISTING DATA AND ENTER	

Enter an "O" (For Original Parole Eligibility Date) next to "TYPE" and press enter.

Due to the many intricacies of parole eligibility calculation, it is necessary to manually calculate the parole eligibility date to insure that the date computed by the ORION system is correct.

### Example Calculation:

Date Sentenced/Received	2004 01 05
Time to serve for parole eligibility	+ <u>0001 00 00</u>
	2005 01 05
	2005 01 05
Cumulative Jail Credit	- <u>0000 03 15</u>
Original parole eligibility date	2004 09 20

NOTE: If the offense for which an inmate is serving is a sex offense and the inmate plead guilty on or after July 15, 1998 the inmate is not eligible for parole until they have completed the Sex Offender Treatment Program. A note must be placed in screen 05 for these offenders. To do so press tab from the "type" field in the parole board date entry screen then type "SEX". Press enter to exit screen 05.

PAROLE ELIGIBILITY - As mentioned at the beginning of this chapter, the original date is determined by adding the amount of time to be served, provided by the applicable Parole Board Regulations, to the date of final sentencing and subtracting the total amount of jail credit on all sentences. New parole eligibility dates on additional sentences, escapes, returned shock probation violators, etc., are determined consistent with applicable parole board regulations and any credit due.

An individual is originally interviewed by the Parole Board during the month of his/her parole eligibility date. Deferred cases are interviewed in exactly the number of months specified by the Board at the time of deferment.

Note: If an inmate's parole eligibility date has already passed, the date should be entered as the first day of the month of the next available board. The cutoff for parole boards is always the 5<sup>th</sup> day of the previous month. If you work the case between the 1<sup>st</sup> and 4<sup>th</sup> of the month add only one month to the date you are working the case, if you work the case on the 5<sup>th</sup>-31<sup>st</sup> of the month add 2 months to the current date to find the next available board. For example, if you work a case on June 1<sup>st</sup> and the parole eligibility date is prior to the next available board, the inmate's parole eligibility date should be entered as July 1<sup>st</sup>. If you worked the same

case on or after June 5<sup>th</sup>, then the parole eligibility date would need to be entered as August 1<sup>st</sup>.

These same guidelines should be applied if an inmate transfers from institution to institution after the cutoff. For example, if an inmate is scheduled to meet the parole board in august, but he/she transfers to another institution on July the 6<sup>th</sup>, his/her parole eligibility date would be changed to September, the next available board. In these cases where an inmate's parole eligibility date is changed due to him/her being transferred after the cutoff, the letters "TAC" should be entered in the free form field in screen 05 (the same way you would enter "SEX" as noted above) to note this change. The change is normally referred to as being "TAC'd." Inmates transferring the from Controlled Intake to the Class D program do not need to be "TAC'd" if they transfer after the cutoff.

We are operating under three different sets of Parole Board Regulations; the most recent of which applies to individuals whose crimes were committed on or after December 3, 1980. The previous set applies to individuals who were convicted on or after April 9, 1975. The third and oldest set applies to all individuals who were confined on or after April 1, 1964, and were convicted prior to April 9, 1975.

Listed on the next page are minimum amounts of time required to serve for parole review under parole regulations using the twenty percent (20%) of time served criteria for crimes committed on or after December 3, 1980.

Note: If an adjustment is made that will move forward an inmate's parole eligibility date you should contact Victim Services, at the Kentucky Parole Board so she can coordinate any victim hearings. Telephone number (502) 564-3620 or email.

### SECTION 1: FOR CRIMES COMMITTED ON OR AFTER DECEMBER 3, 1980 AND PRIOR TO JULY 15, 1998

CALCULATION OF PAROLE ELIGIBILITY UNDER PAROLE REGULATIONS WHICH USE THE TWENTY PERCENT (20%) OF TIME SERVED CRITERIA. PAROLE REGULATIONS 501 KAR 1:030 PROVIDES: 1 YEAR UP TO BUT NOT INCLUDING 2 YEARS, 4 MONTHS TO SERVE; 2 YEARS UP TO AND INCLUDING 39 YEARS, 20% OF SENTENCE RECEIVED; MORE THAN 39 YEARS, UP TO AND INCLUDING LIFE, 8 YEARS TO SERVE:

SINCE JANUARY 1975, KRS 532.120 (3) ALLOWS FOR A DEDUCTION FOR TIME SPENT IN CUSTODY PRIOR TO COMMENCEMENT OF SENTENCE.

2 YEARS 2 YEARS & 6 MONTHS 3 YEARS 3 YEARS & 6 MONTHS 4 YEARS 4 YEARS & 6 MONTHS 5 YEARS 5 YEARS 5 YEARS 6 YEARS 7 YEARS 8 YEARS 10 YEARS 10 YEARS 11 YEARS 11 YEARS 12 YEARS 13 YEARS 14 YEARS 15 YEARS 16 YEARS 17 YEARS 18 YEARS 19 YEARS 10 YEARS 10 YEARS 11 YEARS 11 YEARS 12 YEARS 12 YEARS 13 YEARS 14 YEARS 15 YEARS 16 YEARS 17 YEARS 18 YEARS 19 YEARS 19 YEARS 20 YEARS 21 YEARS 21 YEARS 22 YEARS 23 YEARS 24 YEARS 25 YEARS 26 YEARS 27 YEARS 28 YEARS 29 YEARS 30 YEARS 31 YEARS 31 YEARS 32 YEARS 33 YEARS 33 YEARS 34 YEARS 35 YEARS	ORIGINAL PAROLE ELIGIBILTY MINUS JAIL CREDIT  4 MONTHS 5 MONTHS 6 MONTH 7 MONTHS 8 MONTHS 10 MONTHS 11 MONTHS 11 YEAR 1 YEAR & 1 MONTH 1 YEAR & 2 MONTHS 1 YEAR & 5 MONTHS 1 YEAR & 5 MONTHS 2 YEARS & 2 MONTHS 2 YEARS 2 YEARS & 2 MONTHS 2 YEARS & 7 MONTHS 3 YEARS & 7 MONTHS 4 YEARS & 7 MONTHS 4 YEARS & 7 MONTHS 5 YEARS & 7 MONTHS 4 YEARS & 7 MONTHS 5 YEARS & 7 MONTHS 6 YEARS & 7 MONTHS 6 YEARS & 10 MONTHS 7 YEARS & 10 MONTHS 7 YEARS & 10 MONTHS
33 YEARS 34 YEARS	6 YEARS & 7 MONTHS 6 YEARS & 10 MONTHS

MORE THAN 39 YEARS, UP TO AND INCLUDING LIFE 8 YEARS PERSISTENT FELONY OFFENDER 1ST DEGREE 10 YEARS

(Effective July 15, 1994 - Persons found to be Persistent Felony Offenders in the First Degree based solely on Class D Felony charges would not be required to serve 10 years for parole review, but would fall under the twenty percent (20%) criteria set out above. Persistent Felony Offenders in the First Degree based on Class A, Class B, or Class C Felonies would still be required to serve 10 years for parole review)

### SECTION 2: FOR CRIMES COMMITTED ON OR AFTER JULY 15, 1986 AND PRIOR TO JULY 15, 1998

CALCULATION OF PAROLE ELIGIBILITY UNDER KRS 439.3401 (PAROLE FOR VIOLENT OFFENDERS) FOR CRIMES IDENTIFIED BY THE DEPARTMENT OF CORRECTIONS, OFFICE OF GENERAL COUNSEL, TIME SERVICE FOR ORIGINAL ELIGIBILITY--MINUS JAIL TIME:

#### **VIOLENT CAPITAL OFFENSES:**

FOR THE CRIMES OF MURDER, OR KIDNAPPING (WHICH INVOLVES THE DEATH OF THE VICTIM), OR COMPLICITY TO MURDER, OR KIDNAPPING (WHICH INVOLVES THE DEATH OF THE VICTIM),

SENTENCES OF A NUMBER OF YEARS - 50 % OF SENTENCE IMPOSED OR 12 YEARS - WHICHEVER IS LESS SENTENCES OF LIFE 12 YEARS

#### **VIOLENT CLASS A & B FELONIES:**

FOR THE CRIMES OF MANSLAUGHTER I, RAPE I, SODOMY I, ASSAULT I, KIDNAPPING (where there is serious physical injury of the victim), ARSON I (where there is serious physical injury or death), OR COMPLICITY TO MANSLAUGHTER I, RAPE I, SODOMY I, ASSAULT I, KIDNAPPING (where there is serious physical injury of the victim), ARSON I (where there is serious physical injury or death),

SENTENCES OF A NUMBER OF YEARS 50 % OF SENTENCE IMPOSED OR 12 YEARS - WHICHEVER IS LESS SENTENCES OF LIFE 12 YEARS

Exemptions from KRS 439.3401 for victims of domestic violence and abuse: per KRS 439.3401(5), this section **shall not** apply to a person who has been determined by a court to have been a victim of domestic violence or abuse pursuant to KRS 533.060 with regard to the offenses involving the death of the victim or serious physical injury to the victim (exemption does not extend to rape 1st degree or sodomy 1st degree by the defendant). The findings of the court shall be noted in the final judgment.

#### NON-VIOLENT CLASS B, CLASS C AND CLASS D FELONIES:

Fall under Section 1, twenty percent of time served criteria.

#### SECTION 3: FOR CRIMES COMMITTED ON OR ON OR AFTER JULY 15, 1998

CALCULATION OF PAROLE ELIGIBILITY UNDER KRS 439.3401 (PAROLE FOR VIOLENT OFFENDERS) (HB 455) FOR CRIMES IDENTIFIED BY THE DEPARTMENT OF CORRECTIONS, OFFICE OF GENERAL COUNSEL, TIME SERVICE FOR ORIGINAL ELIGIBILITY--MINUS JAIL TIME:

#### **VIOLENT CAPITAL OFFENSES:**

FOR THE CRIMES OF MURDER, OR KIDNAPPING (WHICH INVOLVES THE DEATH OF THE VICTIM), OR COMPLICITY TO MURDER, OR KIDNAPPING (WHICH INVOLVES THE DEATH OF THE VICTIM).

SENTENCES OF A NUMBER OF YEARS

85 % OF SENTENCE IMPOSED OR 20 YEARS WHICH EVER IS LESS \* 20 YEARS

SENTENCES OF LIFE

#### **VIOLENT CLASS A & B FELONIES:**

FOR THE CRIMES OF MANSLAUGHTER I, RAPE I, SODOMY I, ASSAULT I, KIDNAPPING (where there is serious physical injury of the victim), ARSON I (where there is serious physical injury or death), OR COMPLICITY TO MANSLAUGHTER I, RAPE I, SODOMY I, ASSAULT I, KIDNAPPING (where there is serious physical injury of the victim), ARSON I (where there is serious physical injury or death), OR OTHER CRIMES IN WHICH THE SENTENCING COURT HAS DETERMINED THAT SERIOUS PHYSICAL INJURY OF THE VICTIM OCCURRED, AS SET FORTH IN THE SENTENCING JUDGMENT,

SENTENCES OF A NUMBER OF YEARS

85 % OF SENTENCE IMPOSED OR 20 YEARS WHICH EVER IS LESS \* 20 YEARS

SENTENCES OF LIFE

<sup>\*:</sup> Per Opinion of the Supreme Court of Kentucky rendered August 22, 2002 and final November 21, 2002, Troy Dewayne Hughes v. Commonwealth of Kentucky, 2000-SC-0156-MR: The Court affirmed its interpretation of KRS 439.3401(3) rendered in Sanders v. Commonwealth, 844 S.W.2d 391, Ky. (1992). The Court concluded that the changes in KRS 439.3401(3) after Sanders did not alter their conclusion that the legislative intent was to set a cap or limit for parole eligibility for violent offenders who received a term of years. The cap or limit shall be no greater than the length of time a violent offender who was sentenced to life imprisonment must serve to be eligible for parole. Therefore, violent offenders who commit crimes on or after July 15, 1998 and are sentenced to a term of years are required to serve eighty-five percent (85%) of the sentence imposed, or twenty (20) years to be eligible for parole, whichever is less.

## SENTENCE ORIGINAL PAROLE ELIGIBILITY LENGTH MINUS JAIL CREDIT

10 years	8 years & 6 months
10 years and 6 months	9 years
11 years	9 years & 4 months
11 years and 6 months	9 years & 10 months
12 years	10 years & 2 months
12 years and 6 months	10 years & 9 months
13 years	11 years
13 years and 6 months	11 years & 7 months
14 years	11 years & 11 months
14 years and 6 months	12 years & 5 months
15 years	12 years & 9 months
15 years and 6 months	13 years
16 years	13 years & 7 months
16 years and 6 months	14 years & 1 month
17 years	14 years & 5 months
17 years and 6 months	15 years
18 years	15 years & 4 months
18 years and 6 months	15 years & 10 months
19 years	16 years & 2 months
19 years and 6 months	16 years & 8 months
20 years	17 years
20 years and 6 months	17 years & 6 months
21 years	17 years & 10 months
21 years and 6 months	18 years & 4 months
22 years	18 years & 8 months
22 years and 6 months	9 years & 3 months
23 years	19 years & 7 months
23 years and 6 months	20 years

Sentences over 20 years and 6 months up to and including LIFE –20 years

#### NON-VIOLENT CLASS B, CLASS C AND CLASS D FELONIES:

Fall under Section 1, twenty percent of time served criteria.

#### SECTION 4: FOR CRIMES COMMITTED ON OR AFTER JULY 15, 2002

**VIOLENT CLASS B FELONIES:** 

FOR THE CRIMES OF BURGLARY 1<sup>ST</sup> DEGREE (accompanied by the commission or attempted commission of a felony sexual offense in KRS Chapter 510); BURGLARY 1<sup>ST</sup> DEGREE (accompanied by the commission or attempted commission of an assault described in KRS 508.010, 508.020, 508.032, or 508.060); BURGLARY 1<sup>ST</sup> DEGREE (accompanied by commission or attempted commission of kidnapping as prohibited by KRS 509.040); ROBBERY 1<sup>ST</sup> DEGREE

SENTENCES OF A NUMBER OF YEARS

85 % OF SENTENCE IMPOSED OR 20 YEARS WHICHEVER IS LESS

(See Chart in Section 3, above)

Pursuant to KRS 197.045 (4) Any sex offender convicted on or after July 15, 1998 who does not complete the sex offender treatment program for any reason shall not be eligible for parole unless the sex offender is mentally retarded.

KRS 197.410 (1) A person is considered to be a "sex offender" as used in this chapter when he/she has been adjudicated guilty of any felony described in KRS Chapter 510; or has been adjudicated guilty of any other felony committed in conjunction with a misdemeanor described in KRS Chapter 510; or has been adjudicated guilty of any felony under KRS 506.010 when the crime attempted is a felony or misdemeanor described in KRS Chapter 510; or has been adjudicated guilty of a felony offense under KRS 530.020; or has been adjudicated guilty of a felony offense relating to sexual activity under KRS 530.064; or has been adjudicated guilty of a felony offense under KRS 531.310.

Exemptions from KRS 439.3401 for victims of domestic violence and abuse: per KRS 439.3401(5): this section **shall not** apply to a person who has been determined by a court to have been a victim of domestic violence or abuse pursuant to KRS 533.060 with regard to the offenses involving the death of the victim or serious physical injury to the victim (exemption does not extend to rape 1st degree or sodomy 1st degree by the defendant). The findings of the court shall be noted in the final judgment.

#### Parole Eligibility: NONE

For any person who was found guilty of a felony under KRS Chapters 218A, 507, 508, 509, 511, or KRS 237.040, 514.100, 525.020, 525.030, 527.070, 527.100 or Theft of A Motor Vehicle under KRS 514. 030, and who was wearing body armor and was armed with a deadly weapon at the time of the offense shall not be granted: Probation, Shock Probation, PAROLE, Conditional Discharge, or any other form of Early Release.

SECTION 5: CALCULATION OF PAROLE ELIGIBILITY FOR SENTENCES OF DEATH, LIFE WITHOUT PAROLE OR LIFE WITHOUT BENEFIT OF PAROLE FOR 25 YEARS, SENTENCE LENGTH --MINUS JAIL CREDIT:

DEATH SENTENCE LIFE WITHOUT PAROLE LIFE WITHOUT BENEFIT OF PAROLE FOR 25 YEARS NONE NONE 25 YEARS To Change the Parole Eligibility Date:

- ?? Enter "05" from the ORION Main Menu; press enter
- ?? Enter the line number you wish to change (two digit number located to the far left in ORION Screen 05) and press enter.
- ?? Enter the correct date next to Date in YYYYMMDD format and Press Enter

Note: Depending on the amount of jail credit the inmate has received the Original parole eligibility date may have already passed when the inmate is committed to the Department. When this occurs, the inmate should be placed on the next available Board. For Information on determining the next available board see the special note on pages 70-71.

NEW PAROLE ELIGIBILITY DATE - New parole eligibility dates on additional sentences, escapes, returned shock probation violators, etc., are determined consistent with credit on the new sentences. For more information on calculating new parole eligibility dates for these cases see the respective chapters in this manual.

#### **Entering Parole Decisions**

For each inmate being considered for parole, the parole board fills out a decision sheet. If the board votes that an inmate receive parole, he receives a yellow sheet outlining certain stipulations he/she must abide by. On the other hand, a blue sheet means the inmate's parole is denied, and he/she must either serve out his/her sentence or his/her release is being deferred until a later date, when the board will reconsider. The board also checks off reasons for the denial and sometimes makes recommendations that would make the inmate's case more attractive for early release in the future.

To enter a decision into ORION, select screen "05" on the menu. Press "F2" on the top row of your keypad to bring up the parole board action entry screen.

Enter the following information (press tab after entering each item to move to the next field):

- ?? Date: Date the offender met the board (in YYYYMMDD format).
- ?? Type: Enter "H," which stands for hearing.
- ?? Action: Depending on the sheet, enter the following:

#### If the sheet is blue:

- 1. Enter "N" if serve-out is checked on the decision sheet.
- **2.** Enter "F" if deferred is checked on the decision sheet. If it is a deferment, you must tab over and enter the number of months deferred.
  - a) Calculate the new parole date by adding the number of months deferred (found at the top of the decision sheet) to the date of the parole board meeting. For example, if an inmate was deferred 6 months on 20040512, his/her new parole eligibility date would be 20041112.
  - b) Exit the screen by pressing "enter,"
  - c) go back into screen "05" and enter "F2" again.

- d) Enter the date you calculated in item "a" in the date field in YYYYMMDD format.
- e) Then tab over to "Type:" and enter "D" for deferred.

#### If the sheet is yellow:

- 1. Enter either "P" for parole or "R" if parole is being reinstated.
- 2. Tab down to line "01" and enter the code that corresponds with the stipulations listed on the following pages that the board checked on the decision sheet. For example, if the board checks box "X", enter an "X" on the left side of the line and ORION automatically records the corresponding information.

#### Notes:

- All the board checks box "D" and one of the numbered stipulations after that letter, enter both the letter and number ("D5," for example).
- (several stipulations have fill-in blanks), enter "S" and type in the entire stipulation. If more than one line is required, also enter "S" on the following line(s) and type a "+" sign to signify it is a continuation of the previous line.

#### PAROLE BOARD ACTION STIPULATION CODES

### **STIPULATION CODE**

#### **TEXT OF STIPULATION**

A(enter county code)	MUST STAY OUT OF AND ADJACENT COUNTIES WHILE ON ACTIVE AND INACTIVE SUPERVISION
В	PAROLE OFFICER TO MONITOR EMPLOYMENT SEARCH
C	VACANT
D_ (enter app #)	MUST ATTEND TREATMENT PROGRAM SET UP BY PAROLE OFFICER FOR:
	<ol> <li>SUBSTANCE ABUSE</li> <li>SUPPORT</li> <li>IMPULSIVE BEHAVIOR</li> <li>ASSAULTIVE/VIOLENT BEHAVIOR/DOMESTIC VIOLENCE</li> <li>ANGER CONTROL</li> <li>PARENTING/FAMILY/MARRIAGE COUNSELLING</li> <li>OTHER (ENTIRE STIPULATION MUST BE ENTERED UNDER S)</li> </ol>
E	TO HOLD, IF NOT EXERCISED OR IF EXERCISED AND RELEASED PRIOR TO MAXIMUM EXPIRATION OF SENTENCE, THEN TO SUITABLE PLACEMENT AND WILL REPORT TO PAROLE OFFICER
F	MUST NOT DRIVE A MOTOR VEHICLE WHILE ON PAROLE EXCEPT FOR WORK AND TREATMENT PURPOSES
G	NO ASSOCIATION, AFFILIATION OR RECRUITMENT OF GANG OR GANG MEMBERS
Н	RETURN AS A P. V. DUE TO FIRST SUBSTANCE ABUSE VIOLATION
I	NO CONTACT WITH CO-DEFENDANTS WHILE ON PAROLE
J	VACANT
K	HALFWAY HOUSE OR BACK TO BOARD
L	WORK ON GED
M	MUST PAY COURT ORDERED CHILD SUPPORT
N	CANNOT BE RELEASED UNTIL SUCCESSFUL COMPLETION OF THERAPEUTIC COMMUNITY
О	MUST SEEK MENTAL HEALTH EVALULATION AND FOLLOW ALL RECOMMENDATIONS

P	MUST NOT DRIVE A MOTOR VEHICLE WHILE ON PAROLE
Q	MUST FOLLOW THERAPEUTIC COMMUNITY AFTERCARE RECOMMENDATIONS
R	NO CONTACT WITH VICTIM(S) AND/OR VICTIM FAMILY(IES) WHILE ON PAROLE
S	SPECIAL STIPULATIONS
T(enter amount of restitution)	MUST PAY COURT ORDERED RESTITUTION IN THE AMOUNT OF (UP TO \$999) TO BE COORDINATED BY PAROLE OFFICER.
U	MUST SEEK SEX OFFENDER EVALUATION AND FOLLOW ALL RECOMMENDATIONS
V	MUST COMPLETE SEX OFFENDER TREATMENT PROGRAM
V1	NO UNSUPERVISED CONTACT WITH JUVENILES UNLESS APPROVED BY PAROLE OFFICER
V2	MUST FOLLOW ALL SUPPLEMENTAL CONDITIONS FOR SEX OFFENDERS
W	WORK ON GED/LITERACY
X	MUST SEEK SUBSTANCE ABUSE EVAULATION AND FOLLOW ALL TREATMENT RECOMMENDATIONS
Y	MUST PAY \$100 AT \$10 PER MONTH TO CRIME VICTIM'S COMPENSATION FUND
Z	TO SPONSOR

## **NOTES/COMMENTS**

## **Chapter VII**

Screen 06 Physical Characteristics

### **Screen 06 - Physical Characteristics**

## ? Enter Race Code

H	Hispanic
В	Black
W	White
X	Unknown
A	Asian American/Pacific Islander
N	Native American
O	All others including
	Asian Indians
	Eskimos
	Filipinos
	Hawaiians
	Indonesians
	Koreans
	Polynesians

? ? Enter place of birth code from the following table. Take from body sheet, if available, if not take from PSI.

## **STATE CODES**

Code	State	Code	State
AL	Alabama	MO	Missouri
AK	Alaska	MT	Montana
AZ	Arizona	NB	Nebraska
AR	Arkansas	NV	Nevada
CA	California	NH	New Hampshire
CO	Colorado	NJ	New Jersey
CT	Connecticut	NM	New Mexico
DE	Delaware	NY	New York
DC	District of Columbia	NC	North Carolina
FL	Florida	ND	North Dakota
GA	Georgia	ОН	Ohio
HI	Hawaii	OK	Oklahoma
ID	Idaho	OR	Oregon
II	Illinois	PA	Pennsylvania
IN	Indiana	RI	Rhode Island
IA	Iowa	SC	South Carolina
KS	Kansas	SD	South Dakota
KY	Kentucky	TN	Tennessee
LA	Louisiana	TX	Texas
ME	Maine	UT	Utah
MD	Maryland	VT	Vermont
MA	Massachusetts	VA	Virginia
MI	Michigan	WA	Washington
MN	Minnesota	WV	West Virginia
MS	Mississippi	WI	Wisconsin
		WY	Wyoming
CN	Canada	MX	Mexico
FC	Other Foreign Country		

#### ? ?Enter Sex - M or F

#### ? ?Enter Eye Color Code

Take from body sheet, if available, if not take from PSI.

### Eye

CODE	<u>COLOR</u>
BLK	BLACK
BLU	BLUE
BRO	BROWN
GRY	GRAY
GRN	GREEN
HAZ	HAZEL
MAR	MAROON
PNK	PINK
XXX	UNKNOWN

#### ? ?Enter DOB DOB's should be entered in YYYYMMDD format.

The date of birth should be obtained from the following documents. Use the *first* document that lists the inmate's date of birth.

- ?? Court Order originally committing inmate to DOC
- ?? Other court orders
- ?? PSI
- ?? Body Sheet
- ?? PIN
- ?? Inmate

If additional DOB's are listed, enter up to 2 additional DOB's in screen 7. In Orion screen 07 these dates should be entered in MM/DD/YYYY format with a type of "DOB."

If there are more than 2 additional DOB's put a notation in screen 15 indicating where the DOB's can be located.

#### ? ?Enter Hair Color Code

Take from body sheet, if available, if not take from PSI.

#### HAIR COLOR CODES

BAL	BALD
BLK	BLACK
BLN	BLONDE OR STRAWBERRY
GRY	GRAY OR PARTIALLY GRAY
BRO	BROWN
RED	RED OR AUBURN
SDY	SANDY
WHI	WHITE

- ? <u>\*\*Enter Height</u> If the height is 5 feet 9 inches it would be entered as 5'09". Take from body sheet, if available, if not take from PSI.
- ? Ænter Skin Tone Code

## SKIN COLOR CODES

ALB	ALBINO
LGT	LIGHT
MED	MEDIUM
DRK	DARK
BLK	BLACK
OLV	OLIVE

- ? <u>Enter Weight</u> if the weight is 175 pounds it would be entered as 175 Take from body sheet, if available, if not take from PSI.
- ? ? Enter scars, marks, tattoos enter appropriate codes.

The following list of scars, marks, tattoos, etc. is intended only to standardize entry of data in the **SMT** field. Care should be taken to enter spaces exactly as shown. Restricting data in this field to the following codes and accurate entry of these codes

facilitates off-line searching of this field. For example: all persons having a missing left eye would have the code MISS L EYE in the SMT field.

## Artificial (ART) Body Parts And Aids:

<u>Item/Location</u>	Code
Arm, left, artificial	ART L ARM
Arm, right, artificial	ART R ARM
Contact Lenses	CON LENSES
Denture, lower	DENT LOW
Denture, upper	DENT UP
Denture, upper and lower	DENT UP LO
Eye, left, artificial	ART L EYE
Eye, right, artificial	ART R EYE
Foot, left, artificial	ART L FT
Foot, right, artificial	ART R FT
Glasses (prescription)	GLASSES
Hand, left, artificial	ART L HND
Hand, right, artificial	ART R HND
Hearing Aid	HEAR AID
Leg, left, artificial	ART L LEG
Leg, right, artificial	ART R LEG

## Blindness (BLND)

<b>Item/Location</b>	<u>Code</u>	
Cataract, left eye	CATA L EYE	

## Blindness (BLND)

<b>Item/Location</b>	<u>Code</u>
Cataract, right eye	CATA R EYE
Eye, left	BLND L EYE
Eye, right	BLND R EYE
Eye, left and right	BLIND

## Deafness

<u>Item/Location</u>	<u>Code</u>
Deaf, left ear	DEAF L EAR
Deaf, right ear	DEAF R EAR
Deaf, left and right ears	DEAF
Deaf-mute	DEAF MUTE

## **Deformities**

Item/Location	Code
Cataract, left eye	CATA L EYE
Cataract, right eye	CATA R EYE
Cauliflower ear, left	CAUL L EAR
Cauliflower ear, right	CAUL R EAR
Crippled arm, left	CRIP L ARM
Crippled arm, right	CRIP R ARM
Crippled finger(s), left hand*	CRIP L FGR
Crippled finger(s), right hand*	CRIP R FGR
*Includes webbed fingers	
-	
Crippled foot, left**	CRIP L FT

## **Deformities**

<b>Item/Location</b>	Code
Crippled foot, right**	CRIP R FT
**Includes clubfoot	
Crippled hand, left	CRIP L HND
Crippled hand, right	CRIP R HND
Crippled leg, left	CRIP L LEG
Crippled leg, right	CRIP R LEG
	CDOCCEVED
Cross-eyed	CROSSEYED
Deaf-mute	DEAF MUTE
Dear-mute	DEAL MOTE
Extra finger(s), left hand	EXTR L FGR
Extra finger(s), right hand	EXTR R FGR
Harelip	HARELIP
Humpbacked	HUMPBACKED
N	
Mute	MUTE
(person is mute but not deaf)	
Charter left lea	CUDTILEC
Shorter left leg	SHRT L LEG
Shorter right leg	SHRT R LEG

## Missing (Miss) Body Parts

Item/Location	<u>Code</u>	
Arm, left	MISS L ARM	
Arm, right	MISS R ARM	

## Missing (Miss) Body Parts

<u>Item/Location</u>	<u>Code</u>
Arm, lower left	MISS LL ARM
Arm, Lower right	MISS LR ARM
EAR, left	MISS L EAR
EAR, right	MISS R EAR
Eye, left	MISS L EYE
Eye, right	MISS R EYE
Finger(s), left hand	MISS L FGR
Finger(s), right hand	MISS R FGR
Finger joint(s), left hand	MISS L FJT
Finger joint(s), right hand	MISS R FJT
Foot, left	MISS L FT
Foot, right	MISS R FT
Hand, left	MISS L HND
Hand, right	MISS R HND
Leg, left	MISS L LEG
Leg, right	MISS R LEG
Leg, lower left	MISS LL LEG
Leg, lower right	MISS LR LEG
	1 779 9 110 97
Nose	MISS NOSE
	MICC I MOD
Toe(s), left foot	MISS L TOE
Toe(s) right foot	MISS R TOE

## Moles (MOLE)

<b>Item/Location</b>	<u>Code</u>	
Arm, left	MOLE L ARM	
Arm, right	MOLE R ARM	
Cheek (face), left	MOLE L CHK	

## Moles (MOLE)

<b>Item/Location</b>	<u>Code</u>
Cheek (face), right	MOLE R CHK
Chin	MOLE CHIN
Ear, left	MOLE L EAR
Ear, right	MOLE R EAR
Eyebrow, left/left eye area	MOLE L EYE
Eyebrow, right/right eye area	MOLE R EYE
Finger(s), left hand	MOLE L FGR
Finger(s), right hand	MOLE R FGR
	14017
Forehead	MOLE FHD
YY 1 1 C	MOLELING
Hand, left	MOLE L HND
Hand, right	MOLE R HND
T' 1	MOLELLID
Lip, lower	MOLE L LIP
Lip, upper	MOLE U LIP
NT 1	MOLENEON
Neck	MOLE NECK
Naca	MOLE NOSE
Nose	MOLE NOSE
Wrist, left	MOLE L WRS
Wrist, right	MOLE R WRS
wrist, right	MOLE K WKS

# Needle (''Track'') Marks (Nm)

<b>Item/Location</b>	<b>Code</b>
Arm, left	NM L ARM
Arm, right	NM R ARM
Finger(s), left hand	NM L FGR
Finger(s), right hand	NM R FGR
Hand, left	NM L HND
Hand, right	NM R HND
Leg, left	NM L LEG
Leg, right	NM R LEG
Wrist, left	NM L WRIST
Wrist, right	NM R WRIST

## Other Physical Characteristics

Cleft chin CLEFT CHIN

Freckles FRECKLES

## SCARS(SC)

Item/Location	<u>Code</u>
Abdomen	SC ABDOM
Ankle, left	SC L ANKL
Ankle, right	SC R ANKL
Arm, left (nonspecific)	SC L ARM
Arm, right (nonspecific) (Be more specific regarding location if possible)	SC R ARM
Arm, left upper	SC UL ARM
Arm, right upper	SC UR ARM
Back	SC BACK
Breast	SC BREAST
Buttocks	SC BUTTK
Calf, left	SC L CALF
Calf, right	SC R CALF
Cheek (face), left	SC L CHK
Cheek (face), right	SC R CHK
Chest	SC CHEST
Chin	SC CHIN
Ear, left	SC L EAR
Ear, right	SC R EAR
Elbow, left	SC L ELB
Elbow, right	SC R ELB
Eyebrow, left/left eye area	SC L EYE
Eyebrow, right/right eye area	SC R EYE

## SCARS (SC)

Item/Location	<u>Code</u>
	ac Ev ce
Face (nonspecific)	SC FACE
(Be more specific	
Regarding location	
if possible)	
Finger(s), left hand	SC L FGR
Finger(s), right hand	SC R FGR
Foot, left	SC L FT
Foot, right	SC R FT
Forearm, left	SC LF ARM
Forearm, right	SC RF ARM
Forehead	SC FHD
Hand, left	SC L HND
Hand, right	SC R HND
Head (nonspecific)	SC HEAD
(Be more specific	
Regarding location	
if possible)	
Knee, left	SC L KNEE
Knee, right	SC R KNEE
Leg, left (nonspecific)	SC L LEG
Leg, right (nonspecific)	SC R LEG
(Be more specific	
regarding location	
if possible)	
Lip, lower	SC LOW LIP
Lip, upper	SC UP LIP
Neck	SC NECK
Nose	SC NOSE

## SCARS (SC)

<u>Item/Location</u>	<b>Code</b>
Pockmarks	POCKMARKS
Shoulder, left	SC L SHLD
Shoulder, right	SC L SHLD
Thigh, left	SC L THGH
Thigh, right	SC R THGH
Wrist, left	SC L WRIST
Wrist, right	SC R WRIST

# Skin Discolorations (Including Birthmarks) (DISC)

<u>Item/Location</u>	<u>Code</u>
Abdomen	DISC ABDOM
Ankle, left	DISC L ANK
Ankle, right	DISC R ANK
Arm, left	DISC L ARM
Arm, right	DISC R ARM
Back	DISC BACK
Cheek (face), left	DISC L CHK
Cheek (face), right	DISC R CHK
Chin	DISC CHIN
Ear, left	DISC L EAR
Ear, right	DISC R EAR
Eyebrow, left/left eye area	DISC L EYE
Eyebrow, right/right eye area	DISC R EYE

## Skin Discolorations (Including Birthmarks) (DISC)

<u>Item/Location</u>	<b>Code</b>
Finger(s), left hand	DISC L FGR
Finger(s), right hand	DISC R FGR
Foot, left	DISC L FT
Foot, right	DISC R FT
Forehead	DISC FHD
Freckles	FRECKLES
Hand, left	DISC L HND
Hand, right	DISC R HND
Leg, left	DISC L LEG
Leg, right	DISC R LEG
Lip, lower	DISC L LIP
Lip, upper	DISC U LIP
Neck	DISC NECK
Nose	DISC NOSE
Wrist, left	DISC L WRS
Wrist, right	DISC R WRS
J	

## Tattoos (TAT)

Item/Location	<b>Code</b>
Abdomen	TAT ABDOM
Ankle, left	TAT L ANKL
Ankle, right	TAT R ANKL
Arm, left (nonspecific)	TAT L ARM
Arm, right (non specific)	TAT R ARM

## Tattoos (TAT)

Item/Location	<b>Code</b>
(Be more specific	
Regarding location	
if possible)	
A man left yannan	TAT UL ARM
Arm, left upper	TAT UL ARM
Arm, right upper	IAI UK AKWI
Back	TAT BACK
Buck	THE BREIT
Breast	TAT BREAST
Buttocks	TAT BUTTK
Calf, left	TAT L CALF
Calf, right	TAT R CALF
Cheek (face), left	TAT L CHK
Cheek (face), right	TAT R CHK
	TAT CHECK
Chest	TAT CHEST
Chin	TAT CHIN
Cilii	1711 CIIII
Ear, left	TAT L EAR
Ear, right	TAT R EAR
Face (nonspecific)	TAT FACE
(Be more specific	
Regarding location	
if possible)	
	TABLES
Finger(s), left hand	TAT L FGR
Finger(s), right hand	TAT R FGR
Foregram left	TAT LF ARM
Forearm, left Forearm, right	TAT RF ARM
Torearm, right	IAI M' AMN
Forehead	TAT FHD
Hand, left	TAT L HND
Hand, right	TAT R HND

## Tattoos (TAT)

Item/Location	<b>Code</b>
Head (nonspecific)	TAT HEAD
(Be more specific	
Regarding location	
if possible)	
Knee, left	TAT L KNEE
Knee, right	TAT R KNEE
Leg, left (nonspecific)	TAT L LEG
Leg, right (nonspecific)	TAT R LEG
(Be more specific	
Regarding location	
if possible)	
Neck	TAT NECK
Nose	TAT NOSE
Shoulder, left	TAT L SHLD
Shoulder, right	TAT R SHLD
Thigh, left	TAT L THGH
Thigh, right	TAT R THGH
Wrist, left	TAT L WRS
Wrist, right	TAT R WRS

## **NOTES/COMMENTS**

# Chapter VIII Screen 07 ID Numbers

#### Screen 07 – ID Numbers

ID NUNBERS – The ORION ID Numbers screen contains any numbers that can be used for Identification Purposes and archive locations for inactive inmate files.

To enter the ID Number Screen, enter "07" from the ORION Main Menu. After doing so your screen should appear as follows:

FBI NO:	STATE ID	NO:	SSN:	LCD:
	MBERS BELOW MAY	Y ONLY BE AD LCD	DED OR DE	LETED - NOT CHANGED
<del></del>				

FBI NUMBER AND STATE ID NUMBERS – If available these numbers are usually shown at the end of the prior record section of the PSI.

SOCIAL SECURITY NUMBER – The inmate's social security number should be entered without any dashes/slashes or spaces next to "SSN" and should be taken from:

??The Commitment Order

??The PSI

ALIAS SOCIAL SECURITY NUMBERS – Any social security numbers other than the actual number indicated above should be entered in this screen as an Alias Social Security Number. The type of number should be "SOC" and the number must be entered in 111-11-1111 format.

Alias Social Security numbers may be taken from the following sources:

- ?? PIN
- ?? Body Sheet
- ?? NCIC
- ?? The Alias Section of the PSI

Note: If more than four alias social security numbers are indicated then the four that are most similar to the actual social should be entered in screen 07 and a note should be placed in screen 15 giving the location of the additional socials.

ADDITIONAL DATES OF BIRTH – If additional dates of birth (other than the actual date of birth described in Chapter VII) are indicated they should be entered with a type of DOB and entered in MM/DD/YYYY format.

Note: If more than two additional DOB's are indicated, then the two that are most similar to the actual DOB should be entered in screen 07 and a note should be placed in screen 15 giving the location of the additional DOB's.

#### **ARCHIVING INMATE FILES**

The following items should be in each file before it is sent to archives and each needs to be verified:

Notice of Discharge – checked for accuracy (i.e. inmate number, date released, type of discharge)
Resident Record Card – should not the inmate has served out his/her sentence
Stamped Inactive – for inmates that are serving out their sentence
Correct Name/Number – outside label should be checked for accuracy of inmate name and number
No Loose Papers – make sure there are no loose papers contained within each file

#### STEPS FOR BOXING INMATE FILES TO BE SENT TO ARCHIVES:

Storage boxes for files should be 15"x12"x10" (some assembly required) Files should be placed in storage boxes in alphabetical order with the first file beginning and the last file ending alphabetically or numerically.

Once you have boxed up all the files to be sent back for a specified period (ex. April 2004 serve-outs), you should type a content list using the following form. Be sure that each file is typed on the content list and that files are typed according to how they are placed in each box.

### LIST OF CONTENTS

YEAR SENT:**	TRANSMITTAL NUMBER FOR YEAR:	
ITEM NO.:**	SCHEDULE NO.	BOX#

DESCRIPTION ON SCHEDULE: OFF	ENDED DECODD (INMATE EII E)
AGENCY: DEPARTMENT OF CORRECTIONS	ENDER RECORD (INMATE FILE)
<u> </u>	<u> </u>
NAME OF OFFENDER	INSTITUTIONAL NUMBER
WOMACK ANTUANE L.	117472-CI
WOODRUFF, THOMAS M.	165465-CD
WOOLUMS, JOHN	100703-WC
WOOSLEY, COREY	160728-CI
WOOTON, ROBERT T.	129063-P
WORKMAN, PATRICK	149829-CI
WRAY, DOUG	160845-CD
WRIGHT, CRAIG W.	143941-CI
WRIGHT, KENNETH L.	126320-GR
YANEZ, ANTONIO	124902-CS
YATES, SHEILA	169237-CD
YERKES, JAMES	144704-LA
YOCUM, THOMAS E.	166838-CD
YONTS, THOMAS N.	164246-CD
YOUNG, JEFF	153690-CD
YURT, NATHANIEL G.	155266-AC
ZACHARY, DEWAYNE C.	153826-CI

## **EXAMPLE ONLY:**

NOTE: LAST NAME, FIRST NAME INMATE # - INSTITUTION

\*\*\*IMPORTANT\*\*\* ONE CONTENT PAGE PER BOX. YOU MAY NEED TO USE TWO PAGES IF YOU RUN OUT OF ROOM ON THE CONTENT PAGE AND HAVE MORE IN THE BOX, BUT **NEVER** USE ONE CONTENT PAGE FOR MORE THAN ONE BOX, REGARDLESS OF HOW MANY/FEW THERE ARE IN A BOX.

AFTER ALL CONTENT BOXES HAVE BEEN TYPED FOR A PARTICULAR MONTH/PERIOD THAT YOU ARE SENDING TO ARCHIVES, THE FOLLOWING STEPS ARE TO BE FOLLOWED:

1. You must call the State Record and Archives to receive a new accession number to put on your labels and transmittal form that will accompany the boxes.

- 2. Telephone number for Archives 502-564-3617. You must identify yourself and tell them what you will be sending; including number of boxes to be sent. They will give you an accession number, WRITE THIS NUMBER DOWN, it will be needed for the box labels and he Archives transmittal.
- 3. Once you have your content pages typed, make a copy of each page of contents for future use.
- 4. Labels must be made for each box. An example of the label that should be used is shown below.
- 5. One copy of the content page will be placed in the box to which it belongs. The content page for Box 1 will be placed on top of the files in Box 1 and so forth.

Public Records Division Kentucky Department for Libraries and Archives		
y DEPART	MENT OF CORRECTIO	NS
OFFEND	ER RECORDS	
of Records INMATE	FILES	
of Records		Destruction Date
<b>1</b> : 11/1/2003	TO: 11/30/2003	
Jumber	Total Boxes 07	Accession No. R2004-623
gement of Re (or Numeric		
iption of Con itional Inmat UIRE, SUE		006379-CS
ER, JASON		143168-CD
0 1/83		

Kentucky	Public Records Di	112022	
	_		
Agency			
DEPART	MENT OF CORRECTIO	ONS	
Unit			
OFFENDI	ER RECORDS		
Title of Records			
INMATE	FILES		
Dates of Records		Destruction Date	
FROM: 11/1/2003	TO: 11/30/2003		
Box Number	Total Boxes	Accession No	о.
06	07	R2004-623	
Arrangement of Re	ecords		
Alpha (or Numeric	eal)		
Description of Con			
Institutional Inmat	e Files	125640.00	
PRICE, ELVIS		135640-CS	
TUGEND, RICHA	RD	150231-CD	1
, , , , , , , , , , , , , , , , , , , ,			1
DDD CO			
PRD 60 Rev. 11/83			

#### LABELS: COMPLETE EACH BOX ON THE LABEL PAGE AS SHOWN.

Be sure that the accession number is typed on each label and that this is the accession number you were given by state records/archives center.

Each label must correctly correspond to the content pages per box and be securely placed on the boxes where it will not be peeled off or come off in any way. Glue stick is preferred along with extra tape around the label for added security.

You are now ready to type the ARCHIVE TRANSMITTAL FORM.

You may get a copy of the Transmittal Form by going directly to the Department of Library/Archives website at the following web address: <a href="www.kdla.ky.gov/index.htm">www.kdla.ky.gov/index.htm</a>

## ONCE AT THIS ADDRESS PROCEED WITH THE FOLLOWING DIRECTIONS.

- 1. Directly under the words "Site Index" you will see letters of the alphabet. Proceed to the next screen by clicking on the letter "R".
- 2. After clicking on the letter "R" you will see several listings. You will need to proceed by clicking on the following: "RECORDS TRANSMITTAL FORM". This will take you to another screen which is the entire Transmittal Form with instructions.
- 3. You may begin filling out the transmittal form. An example of the website along with a sample transmittal page follows on the next several pages.

You will need to read the directions available on the link. After completing the transmittal, print it, and have it signed and dated by C.L. Watts (or current assigned staff member).

You will then be contacted by State Records Center or State Archives Center staff regarding pickup or delivery of the records being transferred.

After pick-up of your records, you will receive a copy of your transmittal back from the Archives Center. This transmittal will have locations for each box written on it. It is now imperative that you enter the locations into ORION, screen 07 Archive Locations. (Instructions next page)

#### \*\*ENTERING ARCHIVE LOCATIONS IN SCREEN (7) OF ORION\*\*

- 1. From the main menu in ORION proceed to Screen 07 ID Numbers for entry of location of the Archived Inmate File.
- 2. Tab down to the first blank entry of TYPE. This entry will be either one of two things: ACH for Central Office Inmate File or INS for Institutional Inmate File.
- 3. After entry of TYPE you will type your entry as follows:

Full Inmate Number Location at Archives Box Number

#### **Example:**

#### 114191-LC X-N-187 BOX 1

- 4. Note that Institutional Files may be destroyed after 5 years and Central Office files are kept for 75 years.
- 5. If a mistake is made during entry of archive location, contact Central Office immediately for a correction.

## **NOTES/COMMENTS**

## Chapter IX

Screen 08 Family Data

## Screen 08 - Family Data

This screen includes any data regarding inmate family members. Information for this screen can be taken from:

- ?? the PSI
- ?? the Body Sheet
- ?? Information furnished by the inmate

From the main menu enter 08-then enter an "X" next to transaction type and another "X" next to retreive/update then press enter.

- ? ?Enter Last Name
- ? ?Enter Street Number
- ? ?Enter First Name
- ? ?Enter Street Direction For example is the address is West 10<sup>th</sup> street, the direction will be entered as W.
- ? ?Enter Middle Name
- ? ?Enter Street Name
- ? ?Enter Title such as Mr. Mrs. Dr.
- ? ?Enter City
- ? ?Enter State code from the following table

#### **STATE CODES**

Code	State	Code	State
AL	Alabama	MO	Missouri
AK	Alaska	MT	Montana
AZ	Arizona	NB	Nebraska
AR	Arkansas	NV	Nevada
CA	California	NH	New Hampshire
CO	Colorado	NJ	New Jersey
CT	Connecticut	NM	New Mexico
DE	Delaware	NY	New York
DC	District of Columbia	NC	North Carolina
FL	Florida	ND	North Dakota
GA	Georgia	ОН	Ohio
HI	Hawaii	OK	Oklahoma
ID	Idaho	OR	Oregon
II	Illinois	PA	Pennsylvania
IN	Indiana	RI	Rhode Island
IA	Iowa	SC	South Carolina
KS	Kansas	SD	South Dakota
KY	Kentucky	TN	Tennessee
LA	Louisiana	TX	Texas
ME	Maine	UT	Utah
MD	Maryland	VT	Vermont
MA	Massachusetts	VA	Virginia
MI	Michigan	WA	Washington
MN	Minnesota	WV	West Virginia
MS	Mississippi	WI	Wisconsin
		WY	Wyoming

<sup>? ?</sup>Enter relationship to inmate code from the following table

## **FAMILY RELATIONSHIPS**

Code	Relationship	Code	Relationship		
1I	AUNT	1P	NEPHEW		
2G	BOYFRIEND	1Q	NIECE		
1F	BROTHER	2J	OTHER		
2C	BROTHER-IN-LAW	1E	SISTER		
1L	COMMON-LAW HUSBAND	2D	SISTER-IN-LAW		
1M	COMMON-LAW WIFE	1G	SON		
1R	COUSIN	2E	SON-IN-LAW		
1H	DAUGHTER	1 <b>Y</b>	STEPBROTHER		
2F	DAUGHTER-IN-LAW	1X	STEPDAUGHTER		
2K	HUSBAND	1U	STEPFATHER		
2L	EX-WIFE	1V	STEPMOTHER		
1B	FATHER	1Z	STEPSISTER		
2A	FATHER-IN-LAW	1W	STEPSON		
2I	FRIEND	1J	UNCLE		
2H	GIRLFRIEND	9Z	UNKNOWN		
1N	GRANDFATHER	1D	WIFE		
10	GRANDMOTHER				
1S	HALF-BROTHER				
1T	HALF-SISTER				
1C	HUSBAND				
1K	LEGAL GUARDIAN				
1A	MOTHER				
2B	MOTHER-IN-LAW				

<sup>? ?</sup>Enter Zip Code

<sup>? ?</sup>Enter telephone number, such as 5022220173

### ? ?Enter type of address code

Code	Type of Address
В	Business
R	Residential
U	Unknown

Note: Leave this field blank if no address was given.

Chapter X

Screen 9 - Alias

#### Screen IX - Alias

ALIAS - Any name an inmate has utilized other than their true name (indicated by the original commitment order) should be included in this screen. These alias names may be taken from the following sources:

- ?? Commitment Order
- ?? Other Court Documents
- ?? PSI
- ?? PIN
- ?? Body Sheet
- ?? NCIC

To enter an alias name from the ORION main menu enter 09, place an "x" next to add and press enter. Once you have done so enter the last name, first name, middle name and title (or as much of the information that is available).

No more than eight (8) alias names should be entered for an inmate. If more than eight additional names are indicated the eight that are most similar to the true name should be entered and a note should be placed in ORION Screen 15 identifying the source of the additional aliases.

Note: Nicknames (i.e., Beefy, Superman or Crumbles) or abbreviated names (i.e. Bill, Will or Billy for William) should not be considered aliases.

## Chapter XI

Screen 10 - Personal Data

#### Screen 10 - Personal Data

#### ? From the main menu:

- ? Ænter 10
- ? ?Enter build
- ? ?Enter Nationality
- ? Ænter Marital Status (S for single, M for married or D divorced)

Note: Inmates who are separated from their spouse, but are not legally divorced, should be designated as married.

- ? ?Enter number of children for example if the inmate has 1 child, it would be entered as 01
- ? ?Enter education- This should be the grade the inmate actually completed. If an inmate completed the 8<sup>th</sup> grade, the education would be listed as 08. Only a two-digit number should be entered for grades 1-12 should be entered (ex: 08 or 12). The following codes should be used for inmates with further education:

Code	Education Level
GED	Graduate Equivalency Diploma
BA	Bachelor of Arts Degree
BS	Bachelor of Science Degree
MA	Master of Arts Degree
MS	Master of Science Degree
PHD	Doctorate
MD	Medical Doctorate

This information must be taken from the PSI unless the inmate's educational level changed after the PSI was submitted. If the PSI is not used the change must be verified (usually by an Education Good Time award).

#### ? ?Enter Occupation

Take from body sheet, if available, if not take from PSI.

When you have completed this screen it should appear as follows:

Build	MED
Nationality	American
Marital Status	S
Children	00
Education	08
Occupation	Laborer

# Chapter XII Screen 12 Name Change

#### Screen 12 – Name Change

NAME - The first name, last name and middle name or initial should be taken only from the commitment order unless the inmate was previously committed under a different name.

If the inmate has never been committed under a different name the name should be entered exactly as it appears on the order. If the inmate has previously been committed under a different name then original name should be used and the name on the current commitment order should be entered as an alias (See chapter 10).

To change an inmate's name enter 12 from the ORION main menu and type over the last name, first name, middle name or initial and title where indicated exactly as they appear on the commitment order.

# Chapter XIII Screen 15 - Sentencing Remarks

#### **Screen 15 - Sentencing Remarks**

This section is used to record specific information concerning the calculation of an inmate's sentence. Due to space limitations in this screen, include only pertinent information. The following information should be included:

- \*\*Always date and initial entries into this screen.
- \*\*<u>Always</u> enter a Y in screen 02 for additional information prior to making entries into this screen.
- Sentence calculated without PSI. Note the indictment number, the date Probation and Parole was contacted to request the PSI, your initials and date.
- For partially probated sentences, enter the length of imprisonment in screen 02 and explain the remainder of the sentence in screen 15.
- Explain any PFO enhancements.
- Enter the range of dates crimes were committed if committed over a period of time or the dates each crime was committed when multiple counts of the same offense are listed in screen 02.
- Af the order indicates the sentence shall be served concurrently/consecutively sentence from another jurisdiction the following information should be included in Screen 15:
  - ?? The date information was requested from referenced agency.
  - ?? If the other agency's response indicates there is no sentence to serve in the referenced agency
  - ?? The amount of time credited for the sentence served with the other agency
  - ?? The date the offender was released from the other agency to begin serving their Kentucky sentence
- Enter any notation necessary to explain how a sentence is to be run. For example, 01CR001-crime committed while on parole, consecutive per KRS 533.060(2) (PFH 5-5-04)
- Enter any notation necessary to indicate how the sentence is to run concurrent/consecutive that is not clear from the entry in 02.
- EThe amount and reason for any time added to or subtracted from a sentence (i.e., from any other sentence previously served or the time remaining on a governor's commutation of sentence).

- Alian Immate has more than 8 ALIASES enter a notation indicating where additional ALIAS' can be located.
- Af an inmate has more than 2 DOB's, enter a notation indicating where additional DOB's can be located.
- All f an inmate has more than 4 SSN's, enter a notation indicating where additional SSN's can be located.
- Any other information that is pertinent to a sentence calculation and cannot be found elsewhere in ORION.

Note: The indictment number, the date of entry and your initials should always be included when making remarks in screen 15.

EX: 03CR0001 – Hardin Co. Case #03CR0001 was committed while on probation on Warren Co. Case #02CR0023; therefore, the sentence shall be served consecutively pursuant to KRS 533.060(2). (4/5/04 JGH)

# **Chapter XIV**

## **Screen 16 - Controlled Intake**

### Screen 16 - Controlled Intake

This screen is used to provide information regarding inmates that are in controlled intake (state prisoners in county jails awaiting admission to a Department of Corrections facility)

This screen is also used to document information needed on inmates housed at the Assessment Center.

For a controlled intake prisoner, this information will be entered as follows:

- ?? Custody Level (Marked on sentencing packet by classification staff)
- ?? County Sentenced from the first entry in screen 02
- ?? County Housed As indicated on the PIN or fingerprint/picture packet
- ?? Commitment Status (Marked on sentencing packet by classification staff)
- ?? Eligible for Mark Y

The next five items will be marked with an X if the document is available

- 1. Fingerprint
- 2. Photograph
- 3. PSI
- 4. Judgment
- 5. PIN

Items still needed - mark with a Y

If no additional information is needed leave blank.

Notes: Utilize this section for any information that is needed or is relevant to this inmate. For example if you have requested a PSI/ amended judgment, etc.

ORION computes the Controlled Intake Date and Parole Eligibility Date.

Upon completion of this section, your screen should appear as follows.

Custody	Parole	CI	County	County	Comm	Eligible
Level	Elig Date	Date	Sentenced	Housed	Status	Y
3	20050601	20040419	Taylor	Adair	CD	
Fingerprint: X						
Photograph: X PSI						
Judgment X						
PIN X						
Item Still Needed: Y						
Comments:						
Need PSI						
04CR019						
4/26/04 pfh						

To change the location of a prisoner in screen 16:

Tab to new effective date – this date should be listed such as 20040503 Tab to the new county and enter the appropriate county.

When information is needed on Assessment Center inmates, complete the necessary sections in screen 16 and place an X by AC Pending. It is extremely important to place the X by AC pending so that the inmate is not listed on the controlled intake count.

The controlled intake screen is automatically deleted on inmates entering the Assessment Center OTHER THAN parole violators.

Upon admission of a parole violator to the Assessment Center, this screen must be deleted by placing a y by DELETE CI RECORD>

# **Chapter XV**

Screen 18 CS/CD

#### Screen 18 - CS/CD Screen

CS/CD Screen – ORION Screen 18 contains information regarding the admission, transfer and discharge of inmates in the Jail Management Program.

To enter this screen enter "18" in the ORION main menu and press enter. It is the responsibility of the Jail Management section staff to maintain this screen. It should be updated as notification is received of inmate movement.

The information should be updated:

- 1. When an inmate is transferred to the jail from an institution
- 2. When a CD Eligible Controlled Intake inmate is classified and rolled into the Jail Management Program
- 3. When and inmate is transferred from one jail or halfway house to another
- 4. When an inmate is transferred from the Jail Management program back to an institution.
- 5. When an inmate is discharged from the Jail Management Program

To update this screen enter the date of the movement under the Date column in YYYY/MM/DD format and enter the appropriate county code under the Location (LOC) column. For discharges and transfers from the jail management program to an institution, "200" should be entered (this is the code for an EXIT from the program).

## **Chapter XVI**

**Electronic Notices of Discharge** 

#### ELECTRONIC NOTICES OF DISCHARGE

A Notice of Discharge is sent to public officials each time an inmate is released from the custody of the Department of Corrections per CPP 25.2 and KRS 197.170.

The Department of Corrections now uses electronic Notices of Discharge. These notices are generated using screen 20 in the ORION system. The Notices are forwarded to the appropriate public officials daily via fax or electronic mail.

- 1. To complete screen 20 in ORION, put an **X** next to "NOD."
- 2. Fill in the county code where the inmate intends to reside if it is different than the counties in which he was convicted. For example, the inmate is serving sentences from Jefferson and Bullitt Counties, but he intends to live in Shelby County. You will need to enter the county code for Shelby County. The Notice of Discharge Program will automatically include the counties for which he is serving by reading the information from screen 02
- 3. Put an **X** next to "ALL." This will automatically provide you with three copies, the institutional file copy, the central office file copy and the inmate copy. (You may put an X next to select and choose a specific copy.)
- 4. All indictment numbers will automatically be provided in the electronic version forwarded to public officials. However, only six will print on the file copies of the Notice of Discharge. The charges not listed should be typed on a blank piece of paper and attached to the file copies of the Notice of Discharge, or a manual Notice of Discharge should be typed to include all charges.
- 5. The "OTHER" field in screen 20 is used to print Notices of Discharge for any agency not automatically included, such as agencies in other states and federal agencies.
- 6. Next, put an **X** in the blank provided to indicate the appropriate form of release.

**Administrative Release** – To be used for administrative release on the first day of the month (or the last business day of the previous month if the  $1^{st}$  falls, on Saturday, Sunday or a legal holiday).

**Minimum Expiration** – To be used for release on the actual minimum expiration date.

**Maximum Expiration** – To be used when an inmate is being released by maximum expiration of sentence. This usually occurs when an inmate has forfeited all statutory good time or a sex offender convicted on or after July 15, 1998 who has not completed the Sex Offender Treatment Program.

**Parole** – When discharging by parole, an X should by entered to the left of MAX and the Maximum expiration date should be entered to the right of MAX. If the sentence is LIFE enter all 1's.

**Shock Probation** – To be used for release on shock probation only.

**Court Order Release** – To be used for probation and all other methods of court order release **except shock probation**.

**Escape** - (Use Interruption of Sentence Form)

**Death** – To be used if an inmate dies in prison.

#### **Active Release** (Use Interruption of Sentence Form)

**Sex Offender Conditional Discharge** – Put an X next to minimum or maximum expiration date (whichever is appropriate) and type "Sex Offender Conditional Discharge" in the address field. <u>E-mail</u> the Probation and Parole District Supervisor in the county where the inmate intends to reside to advise the inmate should be supervised under Sex Offender Conditional Discharge.

**Sex Offender Conditional Discharge Completion** – Put an X next to maximum expiration date. Type "Sex Offender Conditional Discharge Completion" in the address field.

- 7. The effective date of release (the date the inmate is or will be released) is entered in the space indicated in MMDDYYYY format.
- 8. The inmate's future address is typed on the bottom three lines. The address should contain the name of the person with whom the inmate intends to reside.
- 9. The address field is also used to indicate release to a detainer

## If it becomes necessary to amend the notification, such as change the date, address, or method of release:

- 1. Enter screen 20
- 2. Put an **X** in the field marked "NOD"
- 3. Make the needed changes
- 4. Make a notation of the change in the address field: for example, AMENDED RELEASE DATE, AMENDED ADDRESS, DO NOT RELEASE—ADDITIONAL SENTENCE, etc.

**NOTE:** As a courtesy, if an inmate intends to live in another state, a Notice of Discharge is sent to the Sheriff of the county in the other state along with a Notice of Release of an Inmate from Confinement" form. See sample in FORMS.

# **Chapter XVII**

**View Only Screens** 

#### **Chapter 15 – View Only Screens**

PREVIOUS COMMITMENTS – ORION screen 11 is a view only screen and does not allow the entry of any information. The purpose of this screen is to provide basic information about all of an inmate's commitments to the Department.

The following information can be obtained here:

- ?? Previous Institutional Number
- ?? Date of release from Previous Commitments
- ?? Method of release from Previous commitments
- ?? First Charge listed for each previous commitment

RESIDENT RECORD CARD – To print a Resident Record Card enter "13" from the ORION Main Menu and Press Enter.

INMATE SUMMARY – ORION Screen 14 is a view only screen designed to make most information in ORION available in one Screen and is a valuable tool to use when discussing calculations with the public.

There are three pages to the inmate summary screen. To toggle between these pages use the "Page Up" key. These screens contain the following information:

```
?? Page One
```

∠ Date Sentenced/Received

Minimum Expiration Date

**Last Parole Action** 

**Z** ✓ Total Sentence Length

€€Total Jail Credit

Method Of Release

#### ?? Page Two

Statutory Good Time Allowance (SGTA)

∠Any Statutory good time restorations (SGTR)

ZCumulative Meritorious Good Time Awards (MGT)

**Ex**Cumulative Educational Good Time Awards (EGT)

**EXCumulative Work For Time Credit (WFTC)** 

#### ?? Page Three

**E**Conviction Date for all charges

**∠∠All Offenses** 

Sentencing County

All Indictment Numbers

Alndividual Sentence Lengths

Alid Jail credit (on each indictment)

### **Chapter XVIII**

### **Application of Good Time Credits**

#### **Application of Good Time Credits and Penalties**

#### **Good Time Losses**

All good time forfeitures are reviewed by the adjustment committee and then passed to the Warden of each facility for his/her approval. They are then given to the Institutional Offender Information office to be entered in screen 03 of ORION. The effective date is the final hearing date noted on the Disciplinary Report form, Part II. The original (white) copy and the yellow copy, along with two (2) copies of any attachments, must be sent to Central Office for final review and audit. CPP 15.2

- ?? F1 Good Time Loss (Category 3 and above)
- ?? F4 Cumulative Good Time Loss (Used when a new total time to serve is applied)
- ?? P Non-restorable Good Time Loss ( Any Category 7 and above is automatically a non-restorable good time loss )
- ?? P3 Cumulative Non-restorable Good Time Loss (Used when a new total time to serve is applied)
- ?? P1 Meritorious Good Time Loss (May be taken after all statutory good time has been exhausted)

Note – Good Time Loss cannot exceed the amount of statutory good time an inmate receives. If all statutory good time has been exhausted you shall then deduct any remaining good time loss from meritorious good time that has been previously earned. Once all meritorious good time has been exhausted you shall deduct any remaining good time loss from previously earned Work for time credit.

#### **Good Time Restorations**

All good time restorations are reviewed by the institutional staff and submitted to the Warden at each facility for his/her approval. They are then given to the Institutional Offender Information office to be entered in screen 03 of ORION on their effective date (which is the date signed by chair person). The original and one copy must be sent to Central Office for final review and the audit. CPP 15.5

- ?? F2 Good Time Restored (90 days from last good time restoration and/or 6 months since last category 3 or above good time loss)
- ?? F5 Cumulative Good Time Restored (Used when a new total time to serve is applied)

Note – Good Time Restoration cannot exceed the amount of good time loss. Meritorious Good Time and Work for time Credit are not subject to restoration.

#### **Educational Good Time**

All educational good time awards are submitted through the educational program to the institutional staff for review. They are then passed to the Warden of each facility for his/her approval. They are then given to the Institutional Offender Information office to be entered in screen 03 of ORION on their effective date and any adjustment in screen 10 that may be necessary. At that time the recommendation, along with documentation verifying completion of the educational program, must be forwarded to Central Office for final review and the audit. CPP 15.3, CPP 20.1, KRS 197.045(1). Education Good time awards are not subject to forfeiture or adjustment.

- ?? F9 Education Good Time (cannot exceed (60) days per award, i.e. GED, KVAT (Kentucly Vocational Achievement Test), (2) year college degree)
- ?? P2 Cumulative Educational Good Time (Used when a new total time to serve is applied)

Note - An inmate cannot receive an educational good time award for two like KVAT's.

#### **Meritorious Good Time**

All meritorious good time awards are calculated by the institutional staff either on an inmate's anniversary date or when he/she is within 120 days of his/her current expiration of sentence. A list is run each month from ORION (TSO) to determine each inmate that needs to be reviewed. This list of inmates is submitted to the warden at each facility for review and approval which is then given to the Institutional Offender Information office to be entered in screen 03 of ORION on the effective date. The list is then forwarded to Central Office for final review and the audited application to an inmate's record. CPP 15.3

- ?? F3 Meritorious Good Time (up to (5) days per month on all institutional time served including jail credit, parole violation credit, and credit for time served)
- ?? F6 Cumulative Meritorious Good Time (Used when a new total time to serve is applied)

#### \* Note – Meritorious Good Time that is forfeited is not subject to restoration.

Meritorious Good Time is a privilege not a right and is at the sole discretion of the Commissioner. Meritorious Good Time can be decreased by Central Office but can never be increased.

#### WFTC (Work for Time Credit)

The Department of Corrections is authorized by KRS 197.047 to grant sentence credits to eligible inmates who perform labor in an approved work detail. This is known as Work for Time Credit.

For every (8) hours worked, (1) sentence credit shall be earned. For every 5 sentence credits earned, (1) day shall be deducted from the sentence an inmate is serving. Institutional staff, by way of the KIMS system, maintains WFTC for inmates housed at the institutions. A special database is used by Central office to maintain the WFTC for jail inmates.

These credits are recommended on an inmate's anniversary date or when he/she is within 120 days of their current minimum expiration of sentence. They are forwarded to the Institutional Offender Information office to be entered in screen 03 of ORION on the effective date at the same time as their Meritorious Good Time review. This credit is submitted to Central Office for final review and the audited application to an inmate's record.

The following list reflects all crimes that make an inmate ineligible to receive WFTC:

# Individuals with the following offenses/sentences shall be excluded from receiving Time Credits. Revised 1-04

Based on direction from the Office of General Counsel, any inmate who is serving for one of the following crimes <u>regardless of the date of commitment/conviction</u>, shall be ineligible for Work for Time Credit.

#### **Capital Offenses**

Kidnapping Murder

#### Class A Felonies

Arson I (Arson I is a Class A Felony if sentenced after July 1982) Kidnapping

Murder

**Promoting Prostitution** 

Promoting a Sexual Performance by a Minor

Rape I

Sodomy I

Unlawful Transaction w/Minor I

Use of a Minor in a Sexual Performance

#### **Class B Felonies**

Arson I (Arson I is a Class B Felony if sentenced before July 1982)

Assault I

Manslaughter I

Rape I

Sodomy I

Unlawful Transaction With a Minor I

Use of a Minor in a Sexual Performance

Promoting Sexual Performance by a Minor

Robbery I

Burglary I

(Ineligible only if accompanied by the commission or attempted commission of a felony sexual offense in KRS Chapter 510, or if accompanied by the commission or attempted commission of an assault described in KRS 508.010, 508.020, 508.032, or 508.060, or if accompanied by commission or attempted commission of kidnapping as prohibited by KRS 509.040).

Note: A felony conviction for an underlying felony or attempt is the only way Burglary I can be deemed as violent. i.e. The inmate may have a Burglary I conviction and a conviction for an attempted assault or other crimes as listed in the statute.

If there is only mention of the assault in the PSI and no conviction, Burglary I shall not be considered violent.

#### **Class C Felonies**

Escape I
Incest I
Promoting Sexual Performance by a Minor
Rape II
Sodomy II
Unlawful transaction with a Minor I
Use of Minor in a Sexual Performance

#### **Class D Felonies**

Attempting to Escape Escape II Rape III Sexual Abuse I Sodomy III

#### **Inchoate Offenses**

An inmate convicted of Complicity to any of the felonies listed above shall be ineligible for Time Credits.

Any person, unless designated in the judgment to be calculated as a violent offense, serving on an inchoate offense of criminal attempt, criminal conspiracy, or criminal facilitation to a violent offense as defined under KRS 439.3401, other than complicity, would not be designated as ineligible for work for time credit.

Any person who commits and is convicted of Burglary I would <u>only</u> be designated as a violent offender if he/she was also convicted of the commission of or attempted commission of a sex offense, assault, or kidnapping as defined in the applicable statutes.

#### Life Sentences

In addition, all inmates serving life sentences (with the possibility of parole, life without the benefit of parole for 25 years, and life without the possibility of parole) shall be ineligible for Time Credits.

#### Felony Attempt to Commit a Sex Crime

An inmate convicted of Felony Attempt to Commit a Sex Crime shall be ineligible for Time Credits.

- ?? F0 Work for Time Credit
- ?? FW Cumulative work for Time Credit ( Used when a new total time to serve is applied)

Note: The letters "WFTC" should be placed in screen 03 of ORION if the inmate is eligible next to each A (Total time to serve), A1 (New total time to serve/addl sent) or A2 (New total time to serve) under the year column of the effective date. The letters "NOWC" should be placed in screen 03 of ORION if the inmate is ineligible next to each A, A1 or A2.

Any adjustment in an inmate's work for time credit amount after his/her yearly review should be applied to the next anniversary application.

Work for Time Credit should be listed after the Meritorious Good Time award in screen 03 of ORION

Per KRS 197.045(4), any sex offender convicted on or after July 15, 1998 is prohibited from receiving good time credits until successful completion of the Sex Offender Treatment Program. These credits are applied with a tentative application, therefore printout of screen 14 of ORION is provided for those inmates.

Per KRS 439.3401(4) and KRS 197.045(1), any inmate who committed a violent offense on or after July 15, 1998 does not receive statutory good time. However, at the discretion of the Commissioner, he or she may receive a reduction of up to 15% of his or her sentence through Meritorious or Educational Good Time.

An updated Resident Record Card should be provided to each inmate after any good time application.

### **NOTES/COMMENTS**

### **Chapter XIX**

**Return Parole Violators with Warrants** 

#### **Returned Parole Violators with Warrants**

When a parolee is returned to the institution for technical violations, for receiving a new felony conviction, or for receiving a felony sentence in Kentucky that is probated without serving time with the Department of Corrections, the Parole Board must issue a warrant reflecting the violations committed by the parolee. Once this warrant has been issued and the parolee is in custody, a preliminary hearing will take place to establish whether there is probable cause for the parolee's parole to be revoked. If probable cause is established in this hearing, the parolee will be scheduled for intake into the Assessment Center (or Women's Assessment Center) to be held until they can be scheduled to meet the parole board for a final revocation hearing.

The parolee has up to two opportunities to waive hearings in order to expedite the revocation process. First, the parolee has the option to admit guilt to the violations and be sent to the Assessment Center without having a preliminary hearing. Second, the parolee's P&P officer can offer them the Parolee Request Declining Final Parole Revocation Hearing. This form allows the parolee to decline his or her final revocation hearing. The parolee will not meet the parole board face to face. Instead, the parolee's file will be reviewed by the board and a decision on revocation made based on that information. If a parolee declines the final hearing, he or she is no longer *required* to be transported to the Assessment Center prior to revocation.

Central Office receives an intake list for A/C and KCIW each day. Once we are notified that a parole violator has been brought back into the institution or has waived his/her hearing (i.e. we receive a copy of the Parolee Request Declining...), we can begin calculations on his or her sentence.

#### Basic Calculations for Parole Violators Returned on a Warrant:

The following information is required for the sentence calculation of a Returned Parole Violator with a Warrant. As each piece of information is determined, either by finding it in the file or ORION or by calculation, it is entered on the Parole Violator calculation sheet (an example follows).

	HEARING DATE:		
NAME:	_ NUMBER:	DATE:	
	WARRANT	T ISSUED (L)	
	RETURNED PV W/ WARRANT (J8)		
DATE RETURNED PV		AUDIT SCREEN 01	
DATE PAROLED			
TIME ON PAROLE		(J2)	
PV CREDIT: IN CUSTODY	:	RET/REL	
MONTH DAYS			
TOTAL DAYS	CREDIT FOR PV	TIME (J4)	
TIME ON PAROLE			
PV CREDIT			
ADJ. TIME ON PAROLE		(J5)	
PREV. MIN. EXP. DATE			
ADJ. TIME ON PAROLE			
NEW MIN. EXP. DATE		(G5)	
PREV. MAX. EXP. DATE			
ADJ. TIME ON PAROLE			
NEW MAX. EXP. DATE		(C1)	
WAS PAROLEE SUPERVISED IN ANOTHE	ER STATE? YES	NO	
PRELIMINARY HEARING	PREPARED BY_		

*Note:* The letter in parentheses is the code to be entered in ORION screen 03 to signify each piece of information. This will be done following the calculation.

Date Warrant Issued (L): Taken from the current Parole Violation Warrant. Also, this date

should be written on the front of the Central Office file.

Date Returned PV

With Warrant (J8): This date is the most recent intake date (should be intake code C)

found in screen 01. For those that decline the final hearing, use

the date that the board will review their file.

Time on Parole (J2): Found by subtracting the date paroled (found in screen 01 and

verified in screen 03) from the Date Returned PV With Warrant.

Credit for PV Time (J4): A *day for day* calculation of any time spent in custody for parole

violations during the current period of parole prior to being returned to the institution. Required for this calculation are dates a parolee was brought into or released from custody while on parole (discussed below) and the *Date Returned PV With Warrant*. Once the relevant dates are obtained, the calculation

process (detailed below) can begin.

To determine when a parole violator was first brought into custody (held on a detainer), choose from the following scenarios:

- 1. *If the parolee is arrested in Kentucky on the parole violator warrant:*Use the date the detainer issued by the Parole Officer is lodged against the parolee
- 2. If the parolee is serving on a Kentucky misdemeanor and the warrant was for receiving the misdemeanor conviction:

Use the date the PV warrant was issued

- 3. *If the parolee receives a new felony sentence in Kentucky that is probated:* Use the date the sentence is probated
- **4.** If the parolee is serving on a felony in another state (or federal institution): Use the date the parolee is available for pick-up (usually the date the sentence is satisfied)
- 5. If the parolee is arrested on the PV warrant in another state and has no local charges (charges from the jurisdiction they were arrested in):

  Use the date the parolee was arrested
- 6. If the parolee is arrested on the PV warrant and local charges in another state: Use the date the new charges were disposed (convicted without jail time, probated, served out, or parolee discharged from custody)

### NOTE: If the charges are later dismissed, use the date the absconder was arrested, as if there were no local charges

7. *If the parolee is not in custody prior to the Preliminary Hearing:* Use the date of the preliminary hearing

### NOTE: The preliminary hearing summary will indicate if the parolee was in custody before the hearing or lodged after the hearing

8. *If no other specific date is available:*Use the date the notice of preliminary hearing is served on the parolee.

The date returned to custody will need to be determined for each period of incarceration that a parolee serves while on parole. Each of these dates will be notated in one of the *In Custody* lines in the PV Credit section of the calculation sheet. Next to each *In Custody* date will be space for a *Returned/Released* date. The date that each period of incarceration ended (by release or by return to the institution) should be noted in one of the special supervision reports. This date will be entered in the *Returned/Released* line next to the date that period of incarceration began.

Next, each month that the parolee was incarcerated (either for the whole month or part of a month) will be entered in the "Month" column (exs: 3/2004, 5/2003, 12/1999). The number of days that the parolee was incarcerated in a month is entered in the "Days" column.

NOTE: Days brought into custody and days released from custody *do* count toward the total; The day the offender is returned to state custody *does not* count toward the PV credit total (it is, instead, counted as the first day the parolee is back in the institution).

The totals from each month are then added and the sum recorded in the "Total Days" space. This total is then converted into the 30 day month system and recorded as *Credit For PV Time*. See the example calculation sheet that follows to see how this will look.

	HEARING DATE:	
NAME:Doe, John	NUMBER: <u>111222-AC</u> <b>DATE:</b> <u>8/20/04</u>	
	<b>WARRANT ISSUED (L)</b> <u>2004</u> <u>08</u> <u>06</u>	
	<b>RETURNED PV W/ WARRANT (J8)</b> _20040901_	
<b>DATE RETURNED PV</b> 2004 09		
<b>DATE PAROLED</b> 2003 10	<del></del>	
TIME ON PAROLE         0000         10		
PV CREDIT: IN CUSTODY 2004	4 <u>08</u> <u>10</u> <b>RET/REL</b> <u>2004</u> <u>09</u> <u>01</u>	
MONTH DAYS		
<u>8/04</u> <u>22</u>		
<u>_9/04</u> <u>0</u>		
<u>22</u> TOTAL DAYS	CREDIT FOR PV TIME (J4)	
TIME ON PAROLE	17	
PV CREDIT		
ADJ. TIME ON PAROLE 0000 09		
<b>PREV. MIN. EXP. DATE</b> 2005 03	06	
ADJ. TIME ON PAROLE 0000 09	25	
<b>NEW MIN. EXP. DATE</b>	31 (G5)20051231	
PREV. MAX. EXP. DATE	06	
ADJ. TIME ON PAROLE	25	
<b>NEW MAX. EXP. DATE</b>		
WAS PAROLEE SUPERVISED IN ANOTHER	STATE? YES NO	
PRELIMINARY HEARING	PREPARED BY	

If a parolee was previously returned for parole violation and his/her parole was continued on the most recent violation

In Custody and Returned/Released dates are carried from the previous calculation sheet to the current calculation sheet (the two periods are treated as one period of parole). However, the last period of incarceration from the previous sheet will not end at the date returned to the institution but instead at the date of the parole board hearing when the parole was continued and the parolee was released. This day will be treated as a day released from custody (i.e. it will count toward the total days credited).

Adjusted Time on Parole: Found by subtracting the Credit for PV Time from the

(J5) Time on Parole.

New Minimum Expiration: Found by adding the *Adj. Time on Parole* to the previous

Date (G5) minimum expiration date.

New Maximum Expiration: Found by adding the *Adj. Time on Parole* to the previous

Date (C1) maximum expiration date.

Also on the calculation sheet are fields to collect additional information:

Was parolee supervised in another state?

#### Preliminary Hearing

- Enter an H if the parolee had his/her preliminary hearing (decision sheet should be present with a conclusion of probable cause being found).
- Æ Enter a W if the parolee waived his/her hearing (Notice of preliminary hearing and waiver sheet will indicate such).
- Enter an FC if the parolee was returned for an out-of-state or probated Kenucky felony sentence. (Parole Violator warrant will reflect this; Preliminary hearing/waiver sheet may not be present)

*Note:* Parole Violation calculations are not official until parole is revoked. The audit flags should be left on these calculations and the information treated as unofficial until after the final revocation hearing.

If the parolee had their final revocation hearing on or between April 1, 2003 and June 30, 2004

They are entitled to parole supervision credit. The additional calculations for these parolees are covered in the Parole Supervision Credit section immediately following this one.

#### Entering the Hearing Date

Finally, an entry for the upcoming parole revocation hearing must be created in screen 05 in ORION. The following steps are used.

- ?? Check the PIN to see if the parole violator has any pending felony charges
- ?? Enter screen 05 in ORION
- ?? Choose to add a parole date and enter the following:

Date: The date of the hearing

Type: N (New date)

Free Field: PVP if the parolee has pending felony charges, PV if not.

#### New Felonies:

If a parolee receives a new felony conviction for a crime that was committed while he/she was on parole, he/she will not meet the parole board for a revocation hearing. If calculations have been done when the conviction is discovered, they should be removed from ORION, and the parolee's name removed from the list to see the parole board. The offender will then be brought in as a parolee with an additional sentence. If a parolee receives a felony conviction for a crime that is committed *before* he/she was paroled, the parolee will see the board on the appropriate date and the calculations will not change. A memo should be placed in the file, however, notifying the parole board of the situation.

\*

#### Parole Supervision Credit:

If the parolee was returned for receiving a new felony conviction or has an original sentence of life:

The calculation is completed as if there is no parole supervision credit. The unused portions of the calculation sheet can be left blank or crossed out.

If the parolee was returned for violations other than a new felony conviction and has a sentence other than life:

The file must be checked to see if the parolee was revoked for absconding parole supervision. On in-state supervision cases, absconding will have to be listed among the violations on the waiver of preliminary hearing for those waiving the hearing or on the Results of preliminary revocation hearing for those that chose to have the hearing. For out-of-state cases, there should ultimately be a hearing results or waiver sheet from that state with the information on it. Also make sure that the KY Parole Violation warrant is returning them as an absconder.

If the parolee was returned for violations other than absconding supervision, use the directions below. If the parolee was returned for absconding supervision among other violations, skip to the section on absconders.

#### Non-Absconders

HB 269 Parole Supervision: Use the Adj. Time On Parole as the supervision credit

Credit(J9) For the effective date of this line in screen 03 of ORION, list the date of the hearing. If the date is not

yet known, enter all ones and change later to reflect the date of

the hearing.

New Minimum Expiration: Subtract the HB 269 Parole Supv Credit from the New

Date (G5) *Minimum Expiration Date* calculated above.

New Maximum Expiration: Subtract the *HB 269 Parole Supv Credit* from the *New*Date (C1)

New Maximum Expiration Date calculated above.

#### **Absconders**

HB 269 Parole Supervision: Credit (J9) Next, subtract the *Date Warrant Issued* from the date the PV warrant was served. This yields the *Time Not Supervised*. If the warrant was issued after the parolee was returned to custody (the *Date Warrant Issued* is later than the *Date Returned PV With Warrant*), then the *Time Not Supervised* will be zero (entered as zero years, zero months, and zero days).

New Minimum Expiration: Subtract the HB 269 Parole Supv Credit from the New

Date (G5) *Minimum Expiration Date* calculated above.

New Maximum Expiration
Date (C1): **Subtract the** *HB 269 Parole Supv Credit* **from the** *New Maximum Expiration Date* **calculated above.** 

**Note:** These calculations are not official until parole is revoked. The audit flags should left on these calculations and the information treated as unofficial until after the final revocation hearing.

Additional Information Regarding Parole Supervision Credit

If a parole supervision has:

- a) been adjusted because of absconding
- b) not been given due to receiving a new felony conviction or
- c) caused the violator to be past their minimum date upon revocation then a note should be put in screen 15 detailing the situation. Some suggested forms are below:

22	Absconder	•
	11030011ue1	

Parole supervision credit given in accordance with HB 269 has beer
adjusted by direction of general counsel to reflect that subject
absconded supervision from/ to/

#### ?? New Felony Conviction

--No parole supervision credit given under HB 269 due to receiving a new out-of-state felony conviction while on parole.

#### ?? Past Due

--Past due to be released when parole was revoked due to parole supervision credit given in accordance with HB 269.

#### Entering the Hearing Date

Once a parole violator is on a list to be seen or have his or her file reviewed by the board, the date of that action will be included in a new entry in screen 05. The directions follow:

- ?? Check CourtNet to see if the parole violator has any pending felony charges
- ?? Enter screen 05 in ORION
- ?? Choose to add a parole date and enter the following:

Date: The date of the upcoming hearing

*Type:* N (New date)

Free Field: PVP if the parolee has pending felony charges, PV if not.

### **NOTES/COMMENTS**

Chapter XX

**Returned Probation Violators** 

#### **Returned Probation Violators**

When you receive an order revoking shock/court order release/pre-release probation/home incarceration, the first thing to do is enter the social security number to check for all prior incarcerations. Pull up the most current inmate number to determine if that was the commitment from which he was discharged and if the indictment numbers match. Once you determine the appropriate inmate and institutional number, type in "11" to check for any other active cases related to this inmate. If there are any active cases in this screen, stop what you are doing and see why this inmate would have two active cases.

For instance, an inmate may have been released on shock probation on indictment 02CR0001. While on probation, he commits a new felony and receives a new sentence on indictment 03CR0003. If indictment 02CR0001 was not revoked or not in the process of revocation when the inmate is convicted on 03CR0003, he will receive a new inmate number. If he is later revoked on the original 02CR0001, then the two commitments should be merged on his original number. When this occurs, you go into the original number and calculate the sentence as a returned shock/pre-release/home incarceration/probation violator with a new additional sentence. One of the Offender Information Administrators in Central Office will delete the new number.

**SCREEN (1)** ENTER DATE THE INMATE IS RETURNED TO DEPARTMENTAL CUSTODY: You will need to check the order/judgment to determine the nature of the return and if there is a new sentence. Use one of the following codes:

- G Returned Shock Probation Violation (No new sentence)
- H Returned Shock Probation Violation with New Consecutive Sentence
- I Returned Shock Probation Violation with New Concurrent Sentence
- M Returned by Court Order
- U Returned Home Incarceration
- V Returned Home Incarceration New Consecutive Sentence
- W Returned Home Incarceration New Concurrent Sentence

SCREEN (2) CHECK THAT THERE IS A REVOCATION ORDER FOR ALL INDICTMENTS INMATE WAS PREVIOUSLY SERVING. (If not, you will need to review CourtNet and contact the Circuit Court Clerk of the county that did not revoke and inquire if they

intend to revoke. If they have not revoked or are not going to revoke, a note should be entered in screen 15 of ORION that this county did not revoke indictment number.\_\_\_\_\_. Then any charges under that indictment number should be deleted from screen 02 by one of the Offender Information Administrators in Central Office.

ENTER ADDITIONAL JAIL CREDIT IF THE REVOCATION OR JUDGMENT GRANTS ADDITIONAL JAIL CREDIT. Go into the appropriate indictment number and add any new jail credit to the amount already entered. Be careful to check for duplicate jail credit or jail credit that is actually institutional time. One clue that the jail credit is duplicated is if the jail credit is as large as, or almost as large as the amount of time on probation. You may also compare the date of arrest for revocation to the date returned. If the jail credit is more than the amount of time from the date of arrest to revocation, it is probably a duplication. Contact the Probation and Parole Officer for a correction of jail credit.

#### **SCREEN (3)** SENTENCE CALCULATIONS:

Under the method of discharge, enter the appropriate code for the method of return and then the length of time out of custody. Some examples:

I	Shock Probated	2003 02 04
I1	Returned Shock Prob. Vio.	2004 06 08
I2	Time on Shock Probation	0001 04 04
K	Discharged by Court Order	2003 02 04
K1	Returned by Court Order	2004 06 08
K2	Time Out On Court Order	0001 04 04
R	Home Incarceration	2003 02 04
R1	Returned From Home Incarceration	2004 06 08
R4	Time Out on Home Incarceration	0001 04 04
T	Pre-Release Probation	2003 02 04
T1	Return Pre-Release Probation	2004 06 08
T2	Time Out On Pre-Release Probation	0001 04 04

The length of time out of custody can be determined by subtracting the date released from the date returned.

The entire sentence should then be re-calculated to include the time out on shock/court order/pre-release probation/home incarceration. In screen 03, after you enter the above information, on the following line type "bb" and the enter key. Arrow down to the next line and begin entering the sentence calculations as follows:

This is an example of a return shock probation violation calculation: (NOTE CODES USED).

A2	New Total Time To Serve	0001 00 00
В	Date Sentenced/Received	2002 12 02
C	Normal Maximum Exp. Date	2003 12 02
I2	Time on Shock Probation	0001 04 04
C2	New Normal Maximum Exp. Date	2005 04 06
D	Jail Credit	0000 01 00
E	Adjusted Maximum Exp. Date	2005 03 06
F	Good Time Allowance	0000 03 00
G4	Minimum Expiration Date	2004 12 06

For a returned shock probation violator with a new sentence, you would begin this calculation with the code A1.

Note: Remember to include cumulative good time actions for any previous awards, losses or restorations the inmate may have had. For more information on this topic refer to Chapter XXI.

#### **SCREEN (5)** PAROLE ELIGIBILITY IS CALCULATED AS FOLLOWS:

Parole eligibility for return shock/court order/pre-release probation/home incarceration is calculated in the following manner:

If the inmate **has** met the parole board and received a serve out or deferment, the parole eligibility will be calculated as follows: Date sentenced, plus 20 % of the sentence, plus time out on shock probation, minus total jail credit. A new entry will be made in screen 05 by pushing the F2 key. Type the new parole eligibility date. Push the tab key, and type the letter "N" for new parole eligibility date.

If the inmate **has not** met the parole board, the time out on shock probation will be added to the previous parole eligibility date to arrive at the new parole eligibility date. (If the inmate had not met the parole board and the time on shock was added to the previous parole eligibility date, type over the original parole eligibility date, press the tab key, and type the letters "ADJ" for adjusted hearing date.

SCREEN (7) YOU WILL FIND THE ARCHIVE LOCATION ON THIS SCREEN IF THERE ONE FOR THE INMATE NUMBER YOU ARE WORKING. IF ONE IS LISTED BE SURE AND PUT THIS NUMBER ON THE STATUS CHANGE. CENTRAL OFFICE WILL DELETE UPON AUDIT.

**SCREEN (15)** THIS SCREEN IS TO BE USED FOR REMARKS REGARDING THE SENTENCE OF THE INMATE. YOU MUST INCLUDE THE INDICTMENT NUMBER TO WHICH YOU ARE REFERRING AND ADD YOUR INITIALS AND DATE OF ENTRY.

### RETURNED SHOCK/COURT ORDER/PRE-RELEASE PROBATION/HOME INCARCERATION VIOLATOR WITH ADDITIONAL CONCURRENT SENTENCE (S)

Returned shock/court order/pre-release probation/home incarceration violators with additional concurrent sentences will have their sentences calculated as follows:

Under the method of discharge, enter the appropriate code for the method of return and then the length of time out of custody. For Example, an inmate receives a two year sentence concurrent with his original one year sentence:

	A	Total Time To Serve	0001 00 00
	В	Date Sentence/Received	2002 12 02
	C	Normal Maximum Exp. Date	2003 12 02
	D	Jail Credit	0000 00 20
	E	Adjusted Maximum Exp. Date	2003 11 12
	F	Good Time Allowance	0000 03 00
	G4	MinimumExpiration Date	2003 08 12
	I	Shock Probated	2003 02 04
	I1	Returned Shock Prob. Vio.	2004 06 08
	I2	Time on Shock Probation	0001 04 04
(bb)			
	A1	New Total Time To Serve/Add Sentence	0002 00 00
	В	Date Sentenced/Received	2002 12 02
	C	Normal Maximum Exp. Date	2004 12 02
	I2	Time on Shock Probation	0001 04 04
	C2	New Normal Maximum Exp. Date	2006 04 06
	D	Jail Credit	0000 01 00
	E	Adjusted Maximum Exp. Date	2006 03 06
	F	Good Time Allowance	0000 06 00
	G4	Minimum Expiration Date	2005 09 06

The Department of Corrections must have the Order Revoking Shock Probation in addition to the Judgment on the new conviction. Shock Probation can only be revoked by an ORDER of the sentencing court on that particular conviction.

Parole eligibility will be calculated on the new aggregate sentence from the original date sentenced, plus time out on shock probation, minus any applicable jail credit. In screen 05, press F2, enter the new date and type "N" for new date.

### RETURNED SHOCK/COURT ORDER/PRE-RELEASE PROBATION/HOME INCARCERATION VIOLATOR WITH ADDITIONAL CONSECUTIVE SENTENCE (S)

The calculation in screen 03 is entered the same as a returned shock probation violator with an additional concurrent sentence.

Parole eligibility will be calculated on the new aggregate sentence from the original date sentenced, plus time out on shock probation, minus any applicable jail credit.

### **NOTES/COMMENTS**

## Chapter XXI

### Additional Sentences

#### ADDITIONAL SENTENCE – OUTLINE

- 1) **DOCUMENTATION** When processing an additional sentence you will need all proper documentation which includes a judgment from a Circuit Court of Kentucky and a Presentence Investigation Report prepared by Probation and Parole. If the Presentence Investigation Report has not been prepared, if the judgment is specific as to how it is to run, concurrent or consecutive, process the additional using the information from the judgment. You may receive additional documentation such as Documentation Custody Time Credit or subsequent order determining jail credit for that indictment. Also, remember to check the PIN (Prisoner Intake Notification Form) Database and print the PIN if applicable.
- 2) **ORION ENTRY** Once you have the necessary documents needed you may begin entering the information into the ORION System.
  - a) Screen 02 Sentence Details
  - b) Screen 03 Sentence Calculations
  - c) Screen 15 Sentencing Remarks
  - d) Screen 04 Detainers
  - e) Screen 05 Parole Eligibility
  - f) Screen 12 Alias
- 3) STATUS CHANGE Once all information has been entered into ORION and all calculations have been checked for accuracy, a Notice of Status Change needs to be filled out.
- 4) CENTRAL OFFICE Once all of the above steps have been completed forward two copies of the status change along with one copy of all other documentation pertaining to the additional sentence to Central Office for review. remember to always staple the documents together with the status change on top before mailing.

#### **ADDITIONAL SENTENCE - TYPES**

Concurrent – This is a sentence that is ordered by the court to run concurrent or is silent and does not apply to 533.060(2) or (3). It is not necessary recalculate the sentence in screen 03 on concurrent additional sentences when the new sentence(s) is(are) equal to or less than the original sentence and there is no additional jail credit awarded because the Total Time to Serve and the Minimum Expiration Date will not charge. You must complete a status change regardless if there is a change in calculation or not.

**Consecutive** – This is a sentence received more than 30 days after the initial conviction which, is ordered to run consecutive by the court or by statute. A new total time to serve/ additional sentence must always be entered in screen 03 for consecutive additional sentences.

**Return Parole Violators** – If a parolee receives a new felony conviction and is sentenced to the Department of Corrections for charges committed while on parole, it is an automatic revocation of his/her parole and they will be returned with an additional sentence. The date returned shall be the date sentenced on the additional. You will also have to determine the time on parole by subtracting the date paroled from the date sentenced on the additional. remember according to KRS 533.060(2) crimes committed while on parole, probation, or shock probation shall run consecutive with any other sentence unless ordered otherwise by the court.

A parole violator may also return with a warrant for technical violations and receive an additional conviction for a crime committed while on parole after his/her return. The time on parole will have already been calculated from the date returned to the institution, all you have to do is figure in the additional and place the information in the appropriate screens of ORION. double check on jail credit insuring it is not a duplication of P.V. credit or parole supervision credit. remember according to KRS 533.060(2) crimes committed while on parole, probation, or shock probation shall run consecutive with any other sentence unless ordered otherwise by the court.

**Return Escape** – If an inmate escapes from a jail or prison while serving a term of imprisonment with the Department of Corrections, upon his/her return a status change must be completed along with a re-calculation of the sentence. You must determine the time on escape by subtracting the date of escape from the date apprehended unless the inmate is unavailable to be returned to the custody of the Department of Corrections. Once the escapee is returned to the custody of the Department of Corrections you shall determine the time on escape by subtracting the date escaped from the date returned. The escape of an inmate may or may not result in an additional sentence. If an inmate is convicted of escape and or a crime committed while on escape the sentence shall run consecutively to any other sentence per KRS 532.110(3).

#### ADDITIONAL SENTENCE – SCREEN 02 NEW CHARGES

Upon receiving a judgment from a Circuit Court of Kentucky against an individual who is presently incarcerated in one of our institutions, the Offender Information office will enter the information on the new felony into screen 02 of the ORION.

ORION screen 02 contains specific information about each charge and each sentence. To add an entry to this screen, enter "02" from the main menu then hit enter. Once you are in screen 02 hit F2 to add a charge.

NOTE: Information should be entered in screen 02 in chronological order:

- 1. By date entered in court
- 2. By indictment number

### 1. **FELONY OFFENSE CODE** - Enter the felony offense code from Appendix II of this Manual.

The appropriate ORION felony offense code that corresponds to the offense listed on the judgment/commitment order, must be entered.

KRS 218A.992 allow misdemeanor drug offenses to be enhanced to a class D felony when the crime was committed while in possession of a firearm. If a misdemeanor drug offense is enhanced to a felony pursuant to the above statute the felony offense code for "Possession of a firearm at the time of a drug offense" should be used.

The above statute also allows for a felony drug offense to be enhanced by one (1) felony class if the crime was committed while in possession of a firearm. When a felony drug offense is enhanced in this manner the felony offense code for the actual drug offense should be used and an explanation of the enhancement should be entered in ORION screen 15. For example: Possession of Controlled Substance is a class D felony. However if it was committed while in possession of a firearm it is enhanced to a class C felony as long as the judgment states that the crime was committed while in possession of a firearm.

Misdemeanor convictions will be entered using the code for Jail Sentence (9999) only when the misdemeanor conviction was for a crime committed while in the institution and ordered by the trial court to run consecutively with the inmate's present sentence and to be served in our institution. The total number of months is added to his present sentence and calculated accordingly as "new total time to serve". Because the Parole Board does not interview individuals convicted of misdemeanors, no time is added to an inmate's parole eligibility date on misdemeanor convictions even though the sentences on those convictions run consecutively.

If a felony offense code cannot be found for a charge listed in a court order, locate the appropriate statute for that charge and confirm that the charge is a felony. If the charge is not a felony and the court orders a sentence greater than 12 months then an amended order

- should be requested. If the charge is in fact a felony then we must determine the closest felony offense code for that charge.
- ?? First look up the statute for the charge referenced in the judgment. If you are unable to locate the statute a copy of the indictment should be obtained from the sentencing court.
- ?? Once you determine that the charge is a felony and find the appropriate statute find the felony offense code that is most similar to that charge and make sure the felony offense code references the same statute. Be sure to make a note in ORION screen 15 explaining what the actual charge is.
- ?? If a felony offense code for the charge cannot be located contact Central Office who will have a corresponding felony offense code established.
- 2. **INDICTMENT NUMBER** Enter the number for <u>each</u> offense.
  - ?? Enter without hyphens, slashes, or trailer numbers.
  - ?? Indictment number 99-CR-0001-02 should be entered as 99CR0001
- 3. **TOTAL COUNTS** The total number of counts of the same charge on the same indictment number should be listed (ex, 3 counts should be entered as 003).
  - ?? Multiple counts of the same offense on one indictment should be entered on the same commitment line regardless of the respective sentence lengths or if the individual sentences run consecutive with each other.
  - ?? When multiple counts of the same offense are included in one indictment, an explanation of the following should be placed in screen 15:
    - The dates the crimes were committed
    - The respective sentence lengths
    - If the sentences will be served concurrently or consecutively
  - ?? PFO convictions on the same indictment should only be listed once even if they enhance every count on that indictment. A Note in screen 15 may be used for clarification of PFO charges and enhancement relative to the conviction.
- 4. **MENTALLY ILL** A "Y" should be entered in this section if the judgment designates that the inmate entered a plea of "Guilty but Mentally Ill."
- 5. **FURTHER INFORMATION** If any type of information is entered in screen 15 then a "Y" should be placed in this section.
- 6. **DATE CRIME COMMITTED** This date should be taken from the front page of the PSI. The date should be entered in YYYYMMDD format.
  - Zelf the dates do not match those in the crime story then:
    - ?? Enter the date committed as 11111111
    - ?? Contact Probation and Parole for clarification of the actual date
    - ?? Make a note in screen 15
  - If the PSI states that the crime was committed over a period of time or there are multiple counts of the same crime the <u>latest</u> date should be used and an explanation shall be placed in screen 15.

- If the PSI is not available, the date crime committed should be entered as 11111111 and a notation should be placed in screen 15.
- ZEThe date crime committed for a PFO charge should <u>always</u> be 111111111.
- ## If a PSI states that a crime was committed over a period of time ending with "present," then the date indicted should be used as the last date committed (this is very common for the offense of *Flagrant Nonsupport*).
- ✓ If no PSI enter date as 111111111
- **7. DATE CONVICTED/ENTERED -** Date the judgment was entered in court. The date should be entered in YYYYMMDD format. In most cases there will be a "filed" or "entered" stamp reflecting this date.

Note: If the entry date on cases is more than 30 days apart, the latter should be worked as an additional sentence.

**8. FELONY CLASS -** Enter felony class as indicated for the felony offense code in Appendix II of this manual. The sentencing schedule is as follows: (unless enhanced by a PFO - KRS 532.020)

```
?? Class D?? Class C5-10 years?? Class B10-20 years?? Class A20-Life
```

Note: The felony class for Capital offenses such as murder is always "X".

\*\*\*PFO charges do not have a felony class – <u>leave felony class blank</u>.

- **9. SENTENCE LENGTH** The sentence length should be entered as ordered by the sentencing court. However, the sentence must be within the specified range for the felony class as noted above unless an enhancement is involved. (If the sentence length is not within this range then an amended judgment must be requested that reflects a charge of the appropriate class or a sentence within the given range).
- ?? The cumulative sentence length for all counts of the same charge on the same indictment should be entered.
- ?? If a portion of a sentence is probated then only the length of the sentence of imprisonment should be entered in screen 02 with an explanation in screen 15.
- ?? The sentence length for PFO charges should be 00000000 unless the judgment specifically says the PFO is in <u>lieu</u> of the other sentences, in which cases the sentence length would be entered on the PFO charge. The sentence length for the other charge(s) would be entered as 00000000.
- ?? If a PFO enhances a sentence on another charge then the length of the enhanced sentence should be entered.

The sentence length should be entered in YYYYMMDD format.

10. **JAIL CREDIT** – Offender records staff shall not alter documents crediting jail credit

in any way. Use the appropriate document below to determine jail credit:

- ?? Commitment order where judge specifies number of days credited.
- ?? Any other order granting jail credit that has been signed by the judge.
- ?? Documentation of Custody Time Credit (from Jefferson County only)
- ?? Documentation Custody Time Credit where commitment order specifically directs the Department of Corrections to apply jail credit which has been calculated by Probation and Parole.

Note: If time custody credit sheet is amended, corrected or revised the judge must sign it.

Jail Credit shall not be given based solely upon information provided in the PSI.

The jail credit should be entered in YYYYMMDD format.

Any jail credit awarded on an additional sentence needs to be double-checked to make sure it is not duplicate to any previous jail credit, institutional credit, parole violation credit, and parole supervision credit. If it is determined that the jail credit on the additional is duplicate to parole supervision credit or parole violation credit you are to adjust the previously mentioned credit because we have no authority to adjust jail credit. If the jail credit on the additional is determined to be duplicate to previously awarded jail credit or institutional credit you are to contact the office of Probation and Parole from the county of conviction.

11. **COUNTY OF COMMITMENT** - The county code found in the following table for the sentencing county should be entered.

#### **COUNTY CODES**

001 ADAID	A22 ELLIOTT		004 OWEN
001-ADAIR	032-ELLIOTT	063-LAUREL	094-OWEN
002-ALLEN	033-ESTILL	064-LAWRENCE	095-OWSLEY
003-ANDERSON	034-FAYETTE	065-LEE	096-PENDLETON
004-BALLARD	035-FLEMING	066-LESLIE	097-PERRY
005-BARREN	036-FLOYD	067-LETCHER	098-PIKE
006-BATH	037-FRANKLIN	068-LEWIS	099-POWELL
007-BELL	038-FULTON	069-LINCOLN	100-PULASKI
008-BOONE	039-GALLATIN	070-LIVINGSTON	101-ROBERTSON
009-BOURBON	040-GARRARD	071-LOGAN	102-ROCKCASTLE
010-BOYD	041-GRANT	072-LYON	103-ROWAN
011-BOYLE	042-GRAVES	073-MCCRACKEN	104-RUSSELL
012-BRACKEN	043-GRAYSON	074-MCCREARY	105-SCOTT
013-BREATHITT	044-GREEN	075-MCLEAN	106-SHELBY
014-BRECKINRIDGE	045-GREENUP	076-MADISON	107-SIMPSON
015-BULLITT	046-HANCOCK	077-MAGOFFIN	108-SPENCER
016-BUTLER	047-HARDIN	078-MARION	109-TAYLOR
017-CALDWELL	048-HARLAN	079-MARSHALL	110-TODD
018-CALLOWAY	049-HARRISON	080-MARTIN	111-TRIGG
019-CAMPBELL	050-HART	081-MASON	112-TRIMBLE
020-CARLISLE	051-HENDERSON	082-MEADE	113-UNION
021-CARROLL	052-HENRY	083-MENIFEE	114-WARREN
022-CARTER	053-HICKMAN	084-MERCER	115-WASHINGTON
023-CASEY	054-HOPKINS	085-METCALFE	116-WAYNE
024-CHRISTIAN	055-JACKSON	086-MONROE	117-WEBSTER
025-CLARK	056-JEFFERSON	087-MONTGOMERY	118-WHITLEY
026-CLAY	057-JESSAMINE	088-MORGAN	119-WOLFE
027-CLINTON	058-JOHNSON	089-MUHLENBERG	120-WOODFORD
028-CRITTENDEN	059-KENTON	090-NELSON	121-OUT-OF-STATE
029-CUMBERLAND	060-KNOTT	091-NICHOLAS	
030-DAVIESS	061-KNOX	092-ОНЮ	
031-EDMONSON	062-LARUE	093-OLDHAM	

12. **CONCURRENT/CONSECUTIVE** - Designation in this space should be made consistent with the designation in the judgment. If the judgment is silent on how the sentence runs, the sentence is presumed to run concurrently with any other sentence except under the following circumstances:

- ?? If the current crime was committed after the inmate was arrested on the other charge and prior to the inmate entering a plea of guilty or being found guilty by a court or jury on the other charge [Crime committed while awaiting trial (KRS 533.060(3)].
- ?? If the current crime was committed while the inmate was on probation, parole or conditional discharge on the other charge [KRS 533.060(2)].
- ?? If the current charge is a sentence for escape then the sentence shall run consecutively to any other sentence unless ordered to run concurrently by the sentencing court [KRS 532.110 (4)].

An explanation shall be placed in screen 15 for all of the above situations along with an indication in screen 02 that there are additional remarks in screen 15. See chapter XIII regarding screen 15 entries for more information.

Enter this information for each line only as they relate to <u>previous</u> lines unless a charge is running consecutive to a latter charge per 533.060(3) crime committed while awaiting trial. In this instance you shall show the charge running consecutive to the latter charge. For sentences that run concurrent with three or more previous lines, make the notation as "1-03" rather than "01, 02, 03". This allows the relationship for all previous charges to be visible on the Resident Record Card.

When all information has been entered in screen 02, your screen should appear as follows:

Felony Offense Code	3015	Trafficking I		
Indictment Number Date Crime Committed	99CR0509 19981203	Total Count-001	Mental III	Further Info: Y
Date Convicted Sentence Length	19990729 00050000	Felony Class-C	LCD Jail Credit	00000004
County of Commitment	056	Citation Number		
This Sentence is Line No:002		Date Received		
Concurrent with: Consecutive with:	01			

#### ADDITIONAL SENTENCE - SCREEN 03 CALCULATION

ORION Screen 03 contains the calculation for each inmate's total sentence during his or her commitment to the department. If the new sentence runs consecutively, or if the individual was credited with jail time on the new sentence, the time will be recalculated as follows:

1. **NEW TOTAL TIME TO SERVE/ADDITIONAL SENTENCE (A1)** – Enter the cumulative sentence of imprisonment on all charges. This should be entered in YYYYMMDD format.

**NOTE**: Before entering a new total time to serve, type the code **BB** to cause a break in the calculation which makes the new total time to serve stand out. Then go down to the next line and enter in the (A1) code. Remember, If an inmate is eligible for WFTC the letters "WFTC" should be entered next to every A (Total Time to Serve), A1 (New Total Time to Serve/Add'l sent) and A2 (New Total Time to serve) under the year column of the effective date. If the inmate in ineligible the letters "NOWC" must be entered. If you are not sure if an inmate is eligible for WFTC please refer to the list of ineligible offenses found in Chapter XVIII.

2. **ORIGINAL DATE SENTENCED/RECEIVED** (B) - This date is typically the date the inmate was originally sentenced to the department of corrections on his initial sentence. However, it may have to be changed to the date sentenced on the additional if jail credit on the additional is a duplication of other jail credit or institutional time served prior to receiving the additional sentence. However, it should not be changed until you have made every attempt to have the jail credit amended to reflect the proper amount.

# The following documents should be utilized to determine this date (Choose the one that applies):

- ? ? **Original Judgment** (Use the date that applies)
- 1. Date of appearance in open court for final sentencing.
- 2. If ordered to report to jail on a different date-the report date shall be verified and used with an explanation placed in screen 15.
- 2.3. If the order indicates jail credit is given as of a specific date, that date shall be use.
- ? ? Order revoking probation-if probation was granted at the time of sentencing, the order revoking probation is the committing document. (Use the date that applies)
  - 1. Date of appearance in court for revocation.
  - 2. If ordered to report to jail on a different date-the report date shall be verified and used with an explanation placed in screen 15.
  - 3. If the order indicates jail credit is given as of a specific date, that date shall be used.

- ? **?PIN** or **Documentation of Custody Time Credit** If none of the above dates are included in the court orders, the PIN or Documentation of Custody Time Credit may be used if the date is:
  - 1. Verified By contacting the court
  - 2. Verified by a judge's signature
  - 3. Referenced in a court order
- ? ?If the inmate was received through an Interstate Agreement on Detainers, the date the inmate returned or became available to Kentucky should be used. This information can be obtained from the PIN, however, documentation must be requested from the releasing agency to verify this information.

#### 3. Jail Credit on Multiple Judgments/Multiple Sentences

- 1. Multiple judgments different amounts of jail credit
  - ?? Use sentencing date on <u>latest dated judgment</u>. (Provided there is sufficient amount of jail credit for **all** periods of jail time contained in the judgments).
- 2. Multiple judgments-one period of jail credit.
  - ?? If the PSI clearly indicates that the defendant was continuously held in jail, use the date of final sentencing on the judgment that credits jail time (usually the first judgment). Thereby the inmate receives credit for all time spent in jail after the first conviction.
- **4. NORMAL MAXIMUM EXPIRATION DATE** (C) This date is calculated by adding the total time to serve to the date sentenced/received.
- **5. NEW NORMAL MAXIMUM EXPIRATION DATE** (C2) This date is calculated by adding any time spent out of custody, since the original commitment, to the Normal Maximum Expiration Date. For example: cumulative time on parole, cumulative time on shock probation, cumulative time on escape, or time remaining on Governor's Commutation. List the terms out of custody in chronological order.
- **6. Cumulative Time Out of Custody -** If an inmate has been on parole, escape, or on shock/court ordered release more than once, when calculating an additional you will add all the "like" types of release together for one cumulative total. For example: if he has been paroled 3 times you will add each total time out on parole together and list it once as cumulative time on parole. Each type will be listed separately in chronological order.

**Time on Parole** – To determine the time on parole for a parolee who has returned with an additional sentence, subtract the date paroled from the date he/she appeared in court for sentencing or revocation on the new sentence.

**Time on Shock** – To determine time on shock probation, subtract the date shocked from the date the shock probation was revoked or from the date sentenced on the additional if jail credit is awarded.

**Time on Escape** – To determine the time on escape, subtract the date of escape from the date apprehended unless the inmate is unavailable to be returned to the custody of the Department of Corrections. Once the escapee is returned to the custody of the Department of Corrections, you shall determine the time on escape by subtracting the date escaped from the date returned.

**Time Remaining on Governor's Commutation** – You can determine the amount of time remaining on a sentence commuted by the governor by subtracting the date the sentence was commuted from the actual minimum expiration date of that sentence.

- **7. CREDIT FOR JAIL TIME (D)** Total jail credit on all cases should be entered in YYYYMMDD format.
- **8. CREDIT FOR TIME SERVED (D3)** Total credit for time served on another indictment for another conviction the current sentence has been ordered to run concurrent to.
- **9. PAROLE VIOLATION CREDIT (J4)** Cumulative parole violation credit awarded.
- **10. PAROLE SUPERVISION CREDIT (J9)** Parole supervision credit awarded. There is no code for cumulative Parole Supervision Credit, use the same code along with the effective date.
- **11. ADJUSTED MAXIMUM EXPIRATION DATE** (E) This calculation is automatically computed by the ORION System. This date is calculated by subtracting the total jail credit, credit for time served, parole violation credit, and parole supervision credit from the Normal maximum expiration date and appears in YYYYMMDD format.
- **12. GOOD TIME ALLOWANCE** This is one-fourth (1/4) of the total time to serve. **There are four (4) types of Good Time Allowance Codes:** 
  - ?? (F) Good Time Allowance Used for normal sentence calculations. For normal sentence calculations the good time allowance should be entered as an "F." The ORION system will automatically calculate the allowance at ¼ of the total sentence length.
  - ?? (FS) Good Time Allowance Used for sex offenders who are restricted from earning good time until successful completion of the Sex Offender Treatment Program, KRS 197.045(4). The good time allowance for these offenses should be entered as an "FS". The ORION System will automatically calculate the allowance at

<sup>1</sup>/<sub>4</sub> of the total sentence length. This also places a tentative "S" flag on good time actions in the sentence calculation to designate that information is tentative. If the Sex Offender Treatment Program is not completed, these inmates must serve out by their Maximum Expiration Date.

- ?? (FV) Good Time Allowance Used for violent offenders who are prohibited from earning any statutory good time, KRS 439.3401(4). Violent offenders may earn up to fifteen (15%) of their sentence as educational or meritorious good time. The Ultimate Date (UD), which is 85% of the sentence on violent offenders, is automatically calculated by the ORION System. This shall be the last entry in the calculation on all violent offenders.
- ?? (FC) Good Time Allowance- Used for combined sentences, where an inmate is serving two (2) or more sentences in which he can earn statutory good time on some of the sentences but is prohibited from earning good time on a sex offense or violent offense. "C"s will show up in the tentative field when this is used. If a violent offense is involved, the Ultimate Date (UD) must be manually calculated by figuring 85% of the violent offense, minus jail credit on the violent offense only.
- **13. MINIMUM EXPIRATION DATE (G4)** This calculation is automatically computed by the ORION System unless statutory good time is an FC in which case it has to be manually calculated. This date is calculated by subtracting the statutory good time from the Adjusted Maximum Expiration Date.
- **14. CUMULATIVE GOOD TIME ACTIONS** In order to determine the cumulative good time actions you will add all actions, of each type to come up with a cumulative amount for each type. For example: if an inmate had 5 meritorious good time awards, you would add all five together to determine the total and list it as cumulative meritorious good time. In the case of good time loss and good time restorations it is not necessary to list the cumulative amount for both. If all good time loss has been restored you would not enter either the loss or the restoration, because they balance each other out. If there is an outstanding good time loss you enter that amount only as the cumulative good time loss. All cumulative good time actions shall be entered in chronological order. See chapter XVIII for codes and application.

Note: Do not use screen 14 to find this information as it can often give misleading information.

**15. NEW MINIMUM EXPIRATION DATE** (**G5**) – This calculation is automatically computed by the ORION System unless statutory good time is an FC in which case it has to be

manually calculated. This date is calculated by subtracting good time awards and/or adding good time loss. Each good time action shall be followed with a New Minimum Expiration Date.

## **SCREEN 03 CODES FOR ADDITIONAL SENTENCES**

A1	NEW TOTAL TIME TO SERVE/ ADDITIONAL SENTENCE
В	DATE SENTENCED/ RECEIVED
C	NORMAL MAXIMUM EXPIRATION DATE
H2	TIME ON ESCAPE
<b>I2</b>	TIME ON SHOCK PROBATION
J2	TIME ON PAROLE
<b>K2</b>	TIME OUT ON COURT ORDER
L2	TIME REMAINING- GOVERNOR'S COMP. OF SENTENCE
<b>C2</b>	NEW NORMAL MAXIMUM EXPIRATION DATE
D	TOTAL JAIL CREDIT
D3	CREDIT FOR TIME SERVED
J4	PAROLE VIOLATION CREDIT
<b>J9</b>	PAROLE SUPERVISION CREDIT
E	ADJUSTED MAXIMUM EXPIRATION DATE
F	GOOD TIME ALLOWANCE
G4	MINIMUM EXPIRATION DATE
F4	CUMULATIVE GOOD TIME LOSS
F5	CUMULATIVE GOOD TIME RESTORATION
<b>F</b> 6	CUMULATIVE MERITORIOUS GOOD TIME
FW	CUMULATIVE WORK FOR TIME CREDIT
P2	CUMULATIVE EDUCATIONAL GOOD TIME
Р3	CUMULATIVE NON-RESTORABLE GOOD TIME LOSS
G5	

### ADDITIONAL SENTENCE – SCREEN 15 REMARKS

This section is used to record specific information concerning the calculation of an inmate's sentence. Due to space limitations in this screen, include only pertinent information. The following information should be included:

- \*\*Always date and initial entries into this screen.
- \*\*<u>Always</u> enter a Y in screen 02 for additional information prior to making entries into this screen.
- Sentence calculated without PSI. Note the indictment number, the date Probation and Parole was contacted to request the PSI, your initials and date.
- For partially probated sentences, enter the length of imprisonment in screen 02 and explain the remainder of the sentence in screen 15.
- Explain any enhancements.
- Enter the range of dates crimes were committed if committed over a period of time or the dates each crime was committed when multiple counts of the same offense are listed in screen 02.
- If the order indicates the sentence is running concurrently/consecutively to time in another state/federal note date requested information from referenced agency.

  If response indicates there is no sentence to serve in the referenced agency, enter this information in screen 15. If time is credited from sentence in referenced agency, enter a notation in screen 15.
- Enter any notation necessary to explain how a sentence is to be run. For example: 01CR001-crime committed while on parole, consecutive per KRS 533.060(2) (pfh 5-5-04)
- Enter any notation necessary to indicate how the sentence is to run concurrent/consecutive that is not clear from the entry in 02.
- Explain any time credited or subtracted from sentence from any other sentence previously served, such as governor's commutation of sentence.
- Aliante has more than 8 ALIASES enter a notation indicating where additional ALIAS' can be located.
- Af an inmate has more than 2 DOB's, enter a notation indicating where additional DOB's can be located.

- All fan inmate has more than 4 SSN's, enter a notation indicating where additional SSN's can be located.
- Any other information that is pertinent to a sentence calculation and cannot be found elsewhere in ORION.

Note: The indictment number, the date of entry and your initials should always be included when making remarks in screen 15.

EX: 03CR0001 – Hardin Co. Case #03CR0001 was committed while on probation on Warren Co. Case #02CR0023; therefore the sentence shall be served consecutively pursuant to KRS 533.060(2). (4/5/04 JGH)

### Additional Sentence – Screen 04 Detainers

A detainer is a written document from a court, prosecutor or law enforcement agency notifying the present custodian that the person has been convicted or has current charges pending against him /her in its jurisdiction and seeking notification notification prior to release and/or desiring to assume custody of the inmate upon release.

Once you receive the judgment and conviction on an additional sentence always check screen 04 in the ORION for a detainer corresponding with that case number. If a detainer has been lodged for that particular case number you need to release it by entering the current date.

## Releasing a Detainer/Hold

- Enter the date released in screen 04 in ORION
- ZZ Complete the detainer release form.
- ZZ Check the appropriate box for disposition of charge

Circle RELEASE Tab to the bottom portion of form

Circle whether you are releasing a detainer or hold

Sign where indicated.

Copy Offender Information Services

Copy Inmate

Copy Inmate File

Copy to CTO (if appropriate)

Copy to jail (if in jail program)

**RELEASE ACKNOWLEDGEMENT:** See sample in FORMS

**PENDING CHARGE:** See sample in FORMS

NOTE: Never attach the detainer release form to the front of the additional sentence packet.

Upon completion of this section your screen should appear as follows:

Date Detainer Received: 19960808 Date Detainer Issued 19960701

Date Detainer Released: 20040517 Warrant Number: CR394-1691

Issuing Agency: Franklin County Sheriff

City: Union

Contact: Chronic Contact: Contact Chronic Contact Chronic Chro

Charge: Att Commit Rob II

------

Phone: 314582560

State: MO ZIP: 63084

## **Additional Sentence – Screen 05 Parole Eligibility**

**PAROLE ELIGIBILITY** - Parole eligibility on additional sentences is determined by implementing the specific provisions of the applicable Parole Board regulations and subtracting any jail time credit on the new sentence. Refer to *Parole Calculation Helpful Hints* later in this chapter to determine which method of calculation shall be used to calculate the new parole eligibility date.

To Enter a New Parole Eligibility Date:

- ?? Enter "05" from the ORION Main Menu
- ?? Press F2 to add a new entry.
- ?? Enter the correct date next to Date in YYYYMMDD format and an N (new) for the type and press enter
- ?? If the inmate is currently serving on a Sex offense as defined in KRS 17.500 and the date convicted is on or after 7/15/98, tab 1 time after entering N (new) and type SEX.

Note: Depending on the amount of jail credit the inmate has received, the new parole eligibility date may have already passed. When this occurs the inmate should be placed on the next available board. For information on determining the next available board, see the "Transfers After Cutoff" in chapter VI.

We are operating under three different sets of Parole Board Regulations. The most recent of which applies to individuals whose crimes were committed on or after December 3, 1980. The previous set applies to individuals who were convicted on or after April 9, 1975. The third and oldest set applies to all individuals who were confined on or after April 1, 1964, and were convicted prior to April 9, 1975.

Listed on the next page are minimum amounts of time required to serve for parole review under parole regulations using the twenty percent (20%) of time served criteria for crimes committed on or after December 3, 1980.

Note: If an adjustment is made that will move forward an inmate's parole eligibility date you should contact Ms. Mesha Rogers, Victim Services, at the Kentucky Parole Board so she can coordinate any victim hearings. Telephone number (502) 564-3620 or email.

## SECTION 1: FOR CRIMES COMMITTED ON OR AFTER DECEMBER 3, 1980 AND PRIOR TO JULY 15, 1998

CALCULATION OF PAROLE ELIGIBILITY UNDER PAROLE REGULATIONS WHICH USE THE TWENTY PERCENT (20%) OF TIME SERVED CRITERIA. PAROLE REGULATIONS 501 KAR 1:030 PROVIDES: 1 YEAR UP TO BUT NOT INCLUDING 2 YEARS, 4 MONTHS TO SERVE; 2 YEARS UP TO AND INCLUDING 39 YEARS, 20% OF SENTENCE RECEIVED; MORE THAN 39 YEARS, UP TO AND INCLUDING LIFE, 8 YEARS TO SERVE:

SINCE JANUARY 1975, KRS 532.120 (3) ALLOWS FOR A DEDUCTION FOR TIME SPENT IN CUSTODY PRIOR TO COMMENCEMENT OF SENTENCE.

14 YEARS 15 YEARS 16 YEARS 16 YEARS 17 YEARS 18 YEARS 19 YEARS 20 YEARS 21 YEARS 22 YEARS 23 YEARS 24 YEARS 25 YEARS 26 YEARS 27 YEARS 28 YEARS 29 YEARS 30 YEARS 31 YEARS 31 YEARS 32 YEARS 33 YEARS 33 YEARS 34 YEARS	ORIGINAL PAROLE ELIGIBILTY MINUS JAIL CREDIT  4 MONTHS 5 MONTHS 6 MONTH 7 MONTHS 8 MONTHS 10 MONTHS 11 MONTHS 11 YEAR 1 YEAR & 1 MONTH 1 YEAR & 2 MONTHS 1 YEAR & 5 MONTHS 1 YEAR & 5 MONTHS 2 YEARS & 2 MONTHS 2 YEARS 2 YEARS & 2 MONTHS 2 YEARS & 7 MONTHS 3 YEARS & 7 MONTHS 4 YEARS & 7 MONTHS 4 YEARS & 7 MONTHS 5 YEARS & 7 MONTHS 4 YEARS & 7 MONTHS 5 YEARS & 7 MONTHS 6 YEARS & 7 MONTHS 6 YEARS & 7 MONTHS 6 YEARS & 10 MONTHS 7 YEARS & 2 MONTHS
33 YEARS 34 YEARS	6 YEARS & 7 MONTHS 6 YEARS & 10 MONTHS

MORE THAN 39 YEARS, UP TO AND INCLUDING LIFE 8 YEARS PERSISTENT FELONY OFFENDER 1ST DEGREE 10 YEARS

(Effective July 15, 1994 - Persons found to be Persistent Felony Offenders in the First Degree based solely on Class D Felony charges would not be required to serve 10 years for parole review, but would fall under the twenty percent (20%) criteria set out above. Persistent Felony Offenders in the First Degree based on Class A, Class B, or Class C Felonies would still be required to serve 10 years for parole review)

# SECTION 2: FOR CRIMES COMMITTED ON OR AFTER JULY 15, 1986 AND PRIOR TO JULY 15, 1998

CALCULATION OF PAROLE ELIGIBILITY UNDER KRS 439.3401 (PAROLE FOR VIOLENT OFFENDERS) FOR CRIMES IDENTIFIED BY THE DEPARTMENT OF CORRECTIONS, OFFICE OF GENERAL COUNSEL, TIME SERVICE FOR ORIGINAL ELIGIBILITY--MINUS JAIL TIME:

#### **VIOLENT CAPITAL OFFENSES:**

FOR THE CRIMES OF MURDER, OR KIDNAPPING (WHICH INVOLVES THE DEATH OF THE VICTIM), OR COMPLICITY TO MURDER, OR KIDNAPPING (WHICH INVOLVES THE DEATH OF THE VICTIM),

SENTENCES OF A NUMBER OF YEARS - 50 % OF SENTENCE IMPOSED OR 12 YEARS - WHICHEVER IS LESS SENTENCES OF LIFE 12 YEARS

#### **VIOLENT CLASS A & B FELONIES:**

FOR THE CRIMES OF MANSLAUGHTER I, RAPE I, SODOMY I, ASSAULT I, KIDNAPPING (where there is serious physical injury of the victim), ARSON I (where there is serious physical injury or death), OR COMPLICITY TO MANSLAUGHTER I, RAPE I, SODOMY I, ASSAULT I, KIDNAPPING (where there is serious physical injury of the victim), ARSON I (where there is serious physical injury or death),

SENTENCES OF A NUMBER OF YEARS 50 % OF SENTENCE IMPOSED OR 12 YEARS - WHICHEVER IS LESS SENTENCES OF LIFE 12 YEARS

Exemptions from KRS 439.3401 for victims of domestic violence and abuse: per KRS 439.3401(5), this section **shall not** apply to a person who has been determined by a court to have been a victim of domestic violence or abuse pursuant to KRS 533.060 with regard to the offenses involving the death of the victim or serious physical injury to the victim (exemption does not extend to rape 1st degree or sodomy 1st degree by the defendant). The findings of the court shall be noted in the final judgment.

#### NON-VIOLENT CLASS B, CLASS C AND CLASS D FELONIES:

Fall under Section 1, twenty percent of time served criteria.

#### SECTION 3: FOR CRIMES COMMITTED ON OR AFTER JULY 15, 1998

CALCULATION OF PAROLE ELIGIBILITY UNDER KRS 439.3401 (PAROLE FOR VIOLENT OFFENDERS) (HB 455) FOR CRIMES IDENTIFIED BY THE DEPARTMENT OF CORRECTIONS, OFFICE OF GENERAL COUNSEL, TIME SERVICE FOR ORIGINAL ELIGIBILITY--MINUS JAIL TIME:

#### **VIOLENT CAPITAL OFFENSES:**

FOR THE CRIMES OF MURDER, OR KIDNAPPING (WHICH INVOLVES THE DEATH OF THE VICTIM), OR COMPLICITY TO MURDER, OR KIDNAPPING (WHICH INVOLVES THE DEATH OF THE VICTIM).

SENTENCES OF A NUMBER OF YEARS

85 % OF SENTENCE IMPOSED OR 20 YEARS WHICH EVER IS LESS \* 20 YEARS

SENTENCES OF LIFE

#### **VIOLENT CLASS A & B FELONIES:**

FOR THE CRIMES OF MANSLAUGHTER I, RAPE I, SODOMY I, ASSAULT I, KIDNAPPING (where there is serious physical injury of the victim), ARSON I (where there is serious physical injury or death), OR COMPLICITY TO MANSLAUGHTER I, RAPE I, SODOMY I, ASSAULT I, KIDNAPPING (where there is serious physical injury of the victim), ARSON I (where there is serious physical injury or death), OR OTHER CRIMES IN WHICH THE SENTENCING COURT HAS DETERMINED THAT SERIOUS PHYSICAL INJURY OF THE VICTIM OCCURRED, AS SET FORTH IN THE SENTENCING JUDGMENT,

SENTENCES OF A NUMBER OF YEARS

85 % OF SENTENCE IMPOSED OR 20 YEARS WHICH EVER IS LESS \* 20 YEARS

SENTENCES OF LIFE

<sup>\*:</sup> Per Opinion of the Supreme Court of Kentucky rendered August 22, 2002 and final November 21, 2002, Troy Dewayne Hughes v. Commonwealth of Kentucky, 2000-SC-0156-MR: The Court affirmed its interpretation of KRS 439.3401(3) rendered in Sanders v. Commonwealth, 844 S.W.2d 391, Ky. (1992). The Court concluded that the changes in KRS 439.3401(3) after Sanders did not alter their conclusion that the legislative intent was to set a cap or limit for parole eligibility for violent offenders who received a term of years. The cap or limit shall be no greater than the length of time a violent offender who was sentenced to life imprisonment must serve to be eligible for parole. Therefore, violent offenders who commit crimes on or after July 15, 1998 and are sentenced to a term of years are required to serve eighty-five percent (85%) of the sentence imposed, or twenty (20) years to be eligible for parole, whichever is less.

## SENTENCE ORIGINAL PAROLE ELIGIBILITY LENGTH MINUS JAIL CREDIT

10 years	8 years & 6 months
10 years and 6 months	9 years
11 years	9 years & 4 months
11 years and 6 months	9 years & 10 months
12 years	10 years & 2 months
12 years and 6 months	10 years & 9 months
13 years	11 years
13 years and 6 months	11 years & 7 months
14 years	11 years & 11 months
14 years and 6 months	12 years & 5 months
15 years	12 years & 9 months
15 years and 6 months	13 years
16 years	13 years & 7 months
16 years and 6 months	14 years & 1 month
17 years	14 years & 5 months
17 years and 6 months	15 years
18 years	15 years & 4 months
18 years and 6 months	15 years & 10 months
19 years	16 years & 2 months
19 years and 6 months	16 years & 8 months
20 years	17 years
20 years and 6 months	17 years & 6 months
21 years	17 years & 10 months
21 years and 6 months	18 years & 4 months
22 years	18 years & 8 months
22 years and 6 months	9 years & 3 months
23 years	19 years & 7 months
23 years and 6 months	20 years

Sentences over 20 years and 6 months up to and including LIFE –20 years

### NON-VIOLENT CLASS B, CLASS C AND CLASS D FELONIES:

Fall under Section 1, twenty percent of time served criteria.

### SECTION 4: FOR CRIMES COMMITTED ON OR AFTER JULY 15, 2002

**VIOLENT CLASS B FELONIES:** 

FOR THE CRIMES OF BURGLARY 1<sup>ST</sup> DEGREE (accompanied by the commission or attempted commission of a felony sexual offense in KRS Chapter 510); BURGLARY 1<sup>ST</sup> DEGREE (accompanied by the commission or attempted commission of an assault described in KRS 508.010, 508.020, 508.032, or 508.060); BURGLARY 1<sup>ST</sup> DEGREE (accompanied by commission or attempted commission of kidnapping as prohibited by KRS 509.040); ROBBERY 1<sup>ST</sup> DEGREE

SENTENCES OF A NUMBER OF YEARS

85 % OF SENTENCE IMPOSED OR 20 YEARS WHICHEVER IS LESS

(See Chart in Section 3, above)

Pursuant to KRS 197.045, (4) Any sex offender convicted on or after July 15, 1998 who does not complete the sex offender treatment program for any reason shall not be eligible for parole unless the sex offender is mentally retarded.

KRS 197.410 (1): A person is considered to be a "sex offender" as used in this chapter when he/she has been adjudicated guilty of any felony described in KRS Chapter 510; or has been adjudicated guilty of any other felony committed in conjunction with a misdemeanor described in KRS Chapter 510; or has been adjudicated guilty of any felony under KRS 506.010 when the crime attempted is a felony or misdemeanor described in KRS Chapter 510; or has been adjudicated guilty of a felony offense under KRS 530.020; or has been adjudicated guilty of a felony offense relating to sexual activity under KRS 530.064; or has been adjudicated guilty of a felony offense under KRS 531.310.

Exemptions from KRS 439.3401 for victims of domestic violence and abuse, per KRS 439.3401(5): this section **shall not** apply to a person who has been determined by a court to have been a victim of domestic violence or abuse pursuant to KRS 533.060 with regard to the offenses involving the death of the victim or serious physical injury to the victim (exemption does not extend to rape 1st degree or sodomy 1st degree by the defendant). The findings of the court shall be noted in the final judgment.

#### Parole Eligibility: NONE

For any person who was found guilty of a felony under KRS Chapters 218A, 507, 508, 509, 511, or KRS 237.040, 514.100, 525.020, 525.030, 527.070, 527.100 or Theft of A Motor Vehicle under KRS 514. 030, and who was wearing body armor and was armed with a deadly weapon at the time of the offense shall not be granted: Probation, Shock Probation, PAROLE, Conditional Discharge, or any other form of Early Release.

SECTION 5: CALCULATION OF PAROLE ELIGIBILITY FOR SENTENCES OF DEATH, LIFE WITHOUT PAROLE OR LIFE WITHOUT BENEFIT OF PAROLE FOR 25 YEARS, SENTENCE LENGTH --MINUS JAIL CREDIT:

DEATH SENTENCE
LIFE WITHOUT PAROLE
LIFE WITHOUT BENEFIT OF PAROLE FOR 25 YEARS
NONE
25 YEARS

### PAROLE CALCULATION HELPFUL HINTS

## Parole Eligibility

A sentence which runs concurrently with the original sentence, the inmate has not been out of custody since the original sentence, parole eligibility is calculated on the larger sentence minus jail credit pertaining to all sentences.

A sentence which runs consecutively with the original sentence, inmate has not been out of custody since the original sentence, parole eligibility is calculated on the aggregate sentences from original date sentenced minus jail credit pertaining to all sentences.

A sentence for a crime committed while in the institution, parole eligibility for the new sentence will be added to his present parole eligibility date if he has not met the board. If he has already met the board and received a serve out or deferment, the parole eligibility will be calculated from the date of the new sentence. He should not receive any new jail credit and prior jail credit does not apply.

If an inmate escapes from custody and is later apprehended, time on escape will be added to his present parole eligibility date for a new adjusted date or deferred date. If a deferment is the case, the present deferred date will be adjusted to reflect the time out on escape. Note: Use the same date in 05 just change and add ADJ.

A sentence for escape, time to serve for the new sentence will be added to the present adjusted parole eligibility date if he has not previously met the board. If he has met the board and received a serve out or deferment on his original charges, the new escape sentence will be calculated from the inmate was sentence/received on the new sentence. If another crime is committed while on escape, he will be required to serve time for the escape sentence plus additional time to serve for the sentence for the crime committed while on escape.

The parole eligibility for a returned parolee with a new consecutive sentence will be calculated from the date he/she was sentenced/received on the new sentence minus jail credit on that sentence only. If he has already been returned as a parole violator with a warrant and later receives a sentence for a crime committed while on parole, the parole eligibility will be calculated from the date returned as a parole violator with a warrant, this allows credit for time served in the institution while awaiting sentencing, which in a sense would be the same as jail credit prior to sentencing.

If an inmate returns to court and receives yet another additional sentence for a crime committed while on parole, parole eligibility would be calculated from date of returned parole violator with a new sentence / warrant on the aggregate sentences since returned as a parole violator. Parole violator credit does not count toward parole eligibility. Any jail credit received after he has been interviewed by the board and given a deferment does not count toward the deferment date.

If an inmate is a returned parole violator with a new sentence for a crime committed while on parole and the court orders the sentence to run concurrently, parole eligibility will be calculated from date returned as a parole violator on the larger sentence; however, he will be given credit for time served toward parole eligibility; this includes all time served prior to being discharged by parole minus the original jail credit and any new jail credit.

A sentence for a crime committed prior to original commitment and the inmate has had an interruption of sentence (return parole, return escape), the parole eligibility would be calculated from his most instant commitment.

A returned court order, shock probation violator, or pre-release probation violator parole eligibility will be calculated by adding the time out minus any new jail credit due to the violation to the original parole eligibility date or deferred date. If the inmate receives an additional sentence, committed while on any of these court order releases, parole eligibility is calculated from his original date sentenced on the aggregate sentence, plus time out on probation, minus all jail credit.

Class A, B, C, felonies that have been convicted of a PFO 1<sup>st</sup> degree must serve ten (10) years minus jail credit for parole eligibility.

HB76 violent offenses must serve one-half (1/2) of the sentence or twelve (12) years whichever is less.

HB455 violent offenses must serve eighty-five (85) percent of the sentence imposed from date sentenced minus jail credit for parole eligibility or 20 years whichever is less.

HB455 sex offenses will be calculated as usual only they must complete the sex offender treatment program prior to becoming eligible for a parole hearing. Parole eligibility will be calculated and SEX indicated in the end field of the parole eligibility screen. Upon completion of the program, they will then be added to the next available board. If the sex offense is a violent offense (Rape I, Sodomy I) the parole eligibility date will be calculated as a violent offense because these two crimes are violent offenses also.

Note: Remember the parole board regulations that went into effect September 10, 2001. For a crime committed in the institution, on parole, escape, and for a crime committed while on escape, calculate the sentence as it has always been per the instructions above, but leave on the later date (either deferred or the next available board after the minimum expiration date at the time a serve out was given if a serve out is the case).

If an inmate is serving out 60 days prior to seeing the parole board, he will not be seen and EXP is to be added in 05 of ORION.

Note: If an adjustment is made that will move forward an inmate's parole eligibility date you should contact Victim Services, at the Kentucky Parole Board so she can coordinate any victim hearings.

## ADDITIONAL SENTENCE - NAME/ALIAS

**NAME** - The first name, last name and middle name or initial should be taken only from the commitment order unless the inmate was previously committed under a different name.

If the inmate has previously been committed under a different name then the original name should be used and the name on the current commitment order should be entered as an alias.

**ALIAS** - Any name an inmate goes by other than their true name should be included in this screen. These alias names may be taken from the following sources:

- ?? Commitment Order
- ?? Other Court Documents
- ?? PSI
- ?? PIN
- ?? Body Sheet
- ?? NCIC

To enter an alias name enter 09, place an "x" next to add on the ORION Main Menu, and press enter. Once you have done so enter the last name, first name, middle name/initial and title (or as much of the information that is available).

No more than eight (8) alias names should be entered for an inmate. If more than eight additional names are indicated the eight that are most similar to the true name should be entered and a note should be placed in ORION Screen 15 identifying the source of the additional aliases.

Note: Nicknames (i.e., Superman, Beefy or Crumbles) or abbreviated names (i.e. Bill, Will, Billy for William) should not be considered aliases.

### ADDITIONAL SENTENCE – STATUS CHANGE

#### NOTICE OF STATUS CHANGE

The individual's name, institutional number, and institution will be listed in the top portion of the form in the spaces provided. The date the status change is prepared in the institutional Offender Information office will appear under "records change as of." (I) Previous Effective Dates, previous parole eligibility date, minimum expiration date and maximum expiration will be entered in the spaces provided for this information. Under New Sentence(s), the additional length of time to serve for parole eligibility, minimum expiration and maximum expiration dates will be listed. Under Present Effective Dates, the figures in the New Sentence(s) section will be added to the respective corresponding columns under previous effective dates to arrive at the present effective dates for parole eligibility, minimum expiration and maximum expiration. This document should be prepared with the original and two copies and signed by the Offender Information officer of the respective institution. Attached are several examples on how a status change should be completed for each specific situation.

After the Institutional Offender Information office enters the computation data into ORION, two copies of the status change, and one copy of the judgment, PSI, and jail time documentation, will be sent to Offender Information Services Branch where they will be audited on paper and in ORION by the appropriate staff and finally audited in ORION. One copy of the status change will be initialed by the staff member performing the audit, then returned to the Institutional Offender Information office. Immediately upon receipt of the audited Notice of Status Change, the institutional Offender Information office will correct the records accordingly and generate two (2) copies of the RESIDENT RECORD CARD. A copy of the updated RESIDENT RECORD CARD then will be forwarded to the inmate. A copy of the updated RESIDENT RECORD CARD also will be substituted in the institutional file.

The following pages are specific examples on how to complete a status change for each specific situation

## STATUS CHANGE

## **COURT ORDER RETURN**

Last Nan	ne	First	Mid	aie	Num	er	Institut	non	
Record C	Change of the a	bove as of:		role	Minin		Maxim		
Yr.	Mo.	Day	Dat	gibility te Mo. Day	Expir Date		Expira Date Yr. M		
I. Previo	ous Effective D	ates	11.	MO. Day	11.	vio. Day	11. 1	io. Day	
Retur	sed by Shock/C ned Shock/Cot Out on Shock/ tional Jail Cre	ırt Order Court Order							
	Sentence(s)* Credit			15					
II. Prese	nt Effective Da	ates				06			
*Code	Ac	tual Offense		Sentence Yr (s) M		Conc.	Cons.	Plea G	Ι
Remarks			TOTAL						

Signature

#### **Return Shock/Court Order**

This inmate is returning from Shock Probation / Court Order with a consecutive additional sentence. His previous parole eligibility date was 2003/10/10, his previous minimum was 2006/7/10 and previous maximum was 2007/10/10. This information is entered on line I Previous Effective Dates.

Directly underneath the previous parole eligibility date you will place the date you are calculating the new parole eligibility date from, see the section on parole eligibility to determine what date to start from. In this case you will calculate it from the original date sentenced which was 2002/11/12.

Next you will enter the date released, returned, and time on shock on line 1. He was shock probated on 2003/4/3 and returned 2004/6/16 with a total time on shock of 1 year 2 months and 13 days.

Next you will enter the information on the additional sentence on line 2. He has a 5-year consecutive sentence and since we are calculating the parole eligibility date on the aggregate 10-year sentence from the original date sentenced, he will be required to serve 2-years before meeting the board. So in the parole eligibility column next to #2 you will enter 2 years with the TOTAL jail credit from all sentences directly underneath. He originally had 32 days and now additional jail credit of 15 days for a total of 47 days jail credit. Next you will subtract statutory good time from the additional sentence and enter it in the minimum expiration column next to #2. Since the additional was a five year sentence when 25% is subtracted for statutory good time you, are left with 3 years and 9 months, with new jail credit only entered directly underneath. In the column for the maximum expiration date next to #2 you will enter amount of additional years to serve due to the new sentence (in this case it is 5 years) with only the new jail credit underneath.

The final step is entering your present effective date on line II, you will figure each of the three columns and place the new effective dates on this line. So for the parole eligibility date you add the time out on probation of 1-2-13 to the date sentenced 2002/11/12 plus the time to serve before meeting the board 2- years minus all jail credit 47 days to arrive at your new parole eligibility date of 2005-12-08.

$$2002-11-12+1-2-13 = 2004-1-25+2-00-00 = 2006-1-25-0000-01-17 = 2005-12-08$$

For the minimum and maximum expiration dates you should add the individual columns to arrive at the new minimum and maximum making sure to subtract any new jail credit.

Minimum 
$$2006-7-10+1-2-13=2007-9-23+3-9-00=2011-06-23-00-00-15=2011-06-08$$

Maximum 2007-10-10 + 1-2-13 = 2008-12-23 + 5-00-00 = 2013-12-23 - 0000-00-15 = 2013-12-08

Also, remember to utilize the remarks section to explain any details necessary regarding the calculation of the additional sentence.

## STATUS CHANGE

### **ESCAPE**

Record Change of the above as of:  Parole Minimum Maximum Eligibility Expiration Expiration Date Date Date Yr. Mo. Day Yr. Mo. Day Yr. Mo. Day I. Previous Effective Dates  1. Escape Return Date / /	
I. Previous Effective Dates	
1. Escape Return Date / /	
2. Escape Date / / Escape Time Lost	
3. Good Time Lost-Escape	
4. New Sentence*-Escape	
5. New Sentence(s)* Jail Credit	
II. Present Effective Dates 07	
*Code Actual Offense Sentence Yr (s) Mo (s) Conc. Cons. G	I

TOTAL

Remarks

Signature

## **Escape**

This inmate is returning from Escape. His previous parole eligibility date was 2004/9/16, with a previous minimum expiration date of 2006/8/1 and a maximum expiration date of 2009/2/1. This information is entered on line I Previous Effective Dates.

Next you must determine the time on Escape by subtracting the date he escaped from the date apprehended/returned. Place the date returned next to #1 and the date escaped next to #2. Once you have determined the time on escape, place this time in each column on line #2. In this case he escaped 2003-12-23 and was apprehended/ returned 2004-02-14 for a total time on escape of 51 days.

Finally, since there is no additional sentence, you will add the time out on escape to each column to determine the present effective date for parole eligibility, minimum and maximum expiration.

PE 2004-9-16 + 0000-01-21 = 2004-11-7 adjusted parole eligibility date

Min. 2006-8-1 + 0000-01-21 = 2006-09-22 New Min.

Max. 2009-2-1 + 0000-01-21 = 2009-3-22 New Max.

\* Always attach a copy of the Notice of Apprehension to all Return Escape calculations with the status change before submitting it to Central Office.

# **STATUS CHANGE**

### ADDITIONAL / AMENDED SENTENCES

Last Nam	e	First	Middle	Num	ıber	Institut	tion
Record Cl	hange of the al	oove as of: Day	Parole Eligibil Date		imum iration	Maxim Expira Date	
	us Effective Da	•		Io. Day Yr.			lo. Day
G	ciplinary Actio ood Time Pena ood Time Rest	alty					
	v Sentence(s)* ll Credit						
3. Sen	tence Commut	ed from / / to / /					
II. Preser	nt Effective Da	tes					
*Code	Act	tual Offense		Sentence r (s) Mo (s)	Conc.	Cons.	Plea G I
Remarks			TOTAL				
				Sign	ature		

#### **Concurrent Additional**

This inmate has received a concurrent additional sentence with 0 days of jail credit. His previous parole eligibility date was 2003/8/15 with a previous minimum expiration date of 2003/12/15 and maximum of 2004/03/15. This information is entered on line I Previous Effective Dates.

Next, because the additional sentence runs concurrently, on line #2 you will enter all zeros in the minimum and maximum expiration line. However, the parole eligibility date would have to be recalculated if the inmate has been out of custody or has previously met the board. If the inmate did not receive any additional credit, the minimum and maximum expiration dates will remain the same because you aren't adding or subtracting anything. If there was additional jail credit on a concurrent additional it should be deducted from the previous parole eligibility date, and from the previous minimum and maximum expiration dates. In this case all three dates will remain the same because he has not met the board and has no additional jail credit on the concurrent sentence. Therefore, you will enter the same dates entered you entered on Line I for the present effective dates in section II.

?? Note: It is not necessary to make an entry in screen 03 of ORION when the additional is concurrent with 0 days additional jail credit. However, if there is additional jail credit awarded you must do a new total time to serve/additional(A1) and enter the information as any other additional.

## **STATUS CHANGE**

## ADDITIONAL / AMENDED SENTENCES

Last Nam	ne	First	Mido	Middle N		Number		Institution	
Record C	hange of the ab	ove as of:	Par Elio	ole ibility	Mini Expi	mum ration	Maxi Exni	mum ation	
Yr.	Mo.	Day	Dat	e	Date		Date		
I. Previo	ous Effective Da	ites	Yr.	Mo. Day	Yr.	Mo. Day	Yr.	Mo. Day	
G	ciplinary Action Good Time Pena Good Time Resto	lty							
	w Sentence(s)* il Credit								
3. Sen	atence Commute	ed from / / to / /							
II. Prese	nt Effective Dat	tes							
*Code	Act	ual Offense		Sentenc Yr (s) M		Conc.	Cons	Plea . G	I
Remarks			TOTAL						

Signature

#### **Consecutive Additional**

This inmate has been convicted of a felony and has been serving with the Department of Corrections for at least 30 days and now has another felony conviction for a crime committed prior to his original conviction, which has been ordered by the court to run consecutively. The previous minimum was 10/1/2007, with a previous Maximum of 1/1/2009 and a parole eligibility date of 1/1/2005. This information should be entered on line 1 Previous Effective Dates.

Directly underneath the previous parole eligibility date you will place the date the new parole eligibility date will be calculated from. See the section on parole eligibility to determine that date. In this case we will use the original date sentenced which was 1/1/2004.

The new consecutive sentence is a three-year sentence with 10 days of jail credit. After subtracting the statutory good time (which is 9 months in this case) we will add 2 years and 3 months to the previous minimum expiration date and subtract any new jail credit to arrive at the new minimum expiration date. You will also add 1 year and 7 months to the original date sentenced to determine the new parole eligibility date, which is 20% of the new total time to serve and subtract all jail credit. To determine the new maximum expiration date you will add number of years sentenced on the additional to the previous maximum expiration date and subtract any new jail credit. You will place the amount of time you are adding to each column on line 2 New Sentence. The total amount of jail credit will go directly under the time required to serve before meeting the board on line 2 in the parole eligibility column. You will then place any new jail credit only, under the new sentence information in both the minimum and maximum expiration columns. Once you have calculated the new parole eligibility, minimum and maximum expiration dates, you will place this information on line II Present Effective dates in the appropriate columns.

New Parole Eligibility Date 2004-1-1+0001-07-00=2005-08-01-0000-00-10=2005-7-21

New Minimum 2007-10-1+0002-03-00=2010-01-01-0000-00-10=2009-12-21

New Maximum 2009-1-1 + 0003-00-00 = 2012-01-01 - 0000-00-10 = 2011-12-21

## **STATUS CHANGE**

## **RETURN PAROLE VIOLATOR**

Last Name	e	First	Mic	ddle	Numb	oer	Institu	tion	
Record Ch	nange of the a	bove as of:	Pε	ırole	Minin	num	Maxim	nım	
Yr.	Mo.	Day	Eli Da	igibility ite :. Mo. Day	Expir Date	ation	Expira Date		
I. Previou	us Effective D	ates	11	. W10. Day	11.	vio. Day	11. 1	io. Day	
	ırned Parole ` ime out on Pa								
	Sentence(s)* Credit								
II. Presen	t Effective Da	ntes							
*Code	Ac	tual Offense		Sentenc Yr (s) M		Conc.	Cons.	Plea G	Ι
Remarks			TOTAL						
					Signa	ture			

#### **Return Parole Violator**

This inmate was paroled April 5, 2003 and has returned as a parole violator with a 6-year consecutive additional sentence with 25-days of jail credit. The previous minimum expiration date was 5/4/2007 and the previous maximum expiration date was 2009-5-4. Enter the previous Minimum and Maximum on line 1 in the appropriate columns. There will not be a previous parole eligibility date because the inmate was on parole. However, directly underneath the line for previous parole eligibility date you will place the applicable date for which the new parole eligibility date will be calculated. See the section on parole eligibility to determine the appropriate date. In this case it will be the date sentenced on the new sentence, which is also considered the date returned as a parole violator June 2, 2004. If the parole violator had been returned with a warrant prior to the conviction and had been given a serve out, the word "serve out" would be entered for the previous parole eligibility date and the date he was sentenced would be entered for the placed directly below that entry. If deferred, the date deferred would be entered for the previous parole eligibility date and "as deferred," would be placed directly below that entry.

Next you must determine the amount of time on parole by subtracting the date paroled from the date returned as a parole violator. In this case the date returned would be the date sentenced on the additional sentence. However, if the inmate had been returned with a PV warrant prior to the conviction, the date returned would actually be the date he physically returned to the institution. Since the inmate returned with the additional on June 2, 2004 we subtract the date paroled April 5, 2003 to get a time on parole of 1-1-27. This time will be entered on line 2 in both the minimum and the maximum expiration columns.

The information on the new consecutive sentence will be entered next on line 3. You first determine the amount of time that must be served before the inmate is eligible to meet the parole board again. In this case he got a 6-year additional sentence so you would take 1 year and 2 months (the time required to serve on 6-years) from the date of the new sentence minus any new jail credit. You will enter 1 year and 2 months in the Parole Eligibility column on line 3 with the new jail credit of 25 days directly underneath. Next you must subtract 25% of the additional sentence for statutory good time, which would be 18 months on a 6-year sentence, leaving 4 years and 6 months. You will now enter the 4 years and 6 months on line 3 in the Minimum Expiration column with the new jail credit of 25 days directly underneath. The final information for line 3 is the total sentence on the additional, which was 6-years, this time is to be placed in the maximum expiration column with the new jail credit of 25 days directly underneath.

The final step in completing the status change for a return parole violator is adding up the columns and determining the present effective dates for parole eligibility, minimum and maximum expiration.

PE 2004-6-02 + 1-2-00 = 2005-08-02 - 0000-00-25 = 2005-07-07

 $\begin{array}{ll} \text{Min} & 2007\text{-}5\text{-}04 + 1\text{-}1\text{-}27 = 2008\text{-}07\text{-}01 + 0004\text{-}06\text{-}00 = 2012\text{-}13\text{-}01 - 0000\text{-}00\text{-}25 = 2012\text{-}12\text{-}06 \\ \end{array}$ 

 $\begin{array}{lll} \text{Max} & 2009\text{-}05\text{-}04 + 1\text{-}1\text{-}27 = 2010\text{-}07\text{-}01 + 0006\text{-}00\text{-}00 = 2016\text{-}07\text{-}01 - 0000\text{-}00\text{-}25 = 2016\text{-}06\text{-}06 \\ \end{array}$ 

# **NOTES/COMMENTS**

# **Chapter XXII**

## **Administrative Remedies**

#### **Administrative Remedies**

**ADMINISTRATIVE REMEDIES:** *KRS 454.415* The prohibition against inmate filing civil action prior to exhaustion of administrative remedies--Continuance to require exhaustion of administrative remedies.

- (1) (a) No action shall be brought by an inmate, with respect to a prison disciplinary proceeding or challenges to a sentence calculation or challenges to custody credit, until administrative remedies as set forth in Department of Corrections policies and procedures are exhausted.
  - (b) Administrative remedies shall be exhausted even if the remedy the inmate seeks is unavailable.
  - (c) The inmate shall attach to any complaint filed documents verifying that all administrative remedies have been exhausted.
- (2) In any civil action brought by an inmate, the court may continue the action for a period of time not to exceed one hundred and eighty days (180) in order to require the inmate to exhaust any plain, speedy, and effective administrative remedies available, if the court believes that such a requirement would be appropriate and in the interests of justice.

Effective: July 15, 2002

In an effort to curtail frivolous and costly lawsuits levied by inmates against correctional institutions and personnel, the Kentucky legislature has enacted an Administrative Remedies statute (KRS 454.415).

Effective July 15, 2002, KRS 454.415 seeks to exhaust all avenues available in order to reduce the number of inmate complaints whenever possible before resorting to docketing these for court hearings. CPP 17.4 has designated the Institutional Offender Information offices of the Department of Corrections as the avenue of First Response in dealing with these inmate legal complaints.

Any inmate letter that pertains to sentence calculation is to be treated as an Administrative Remedy. The forms are available to inmates housed in an institution and they are encouraged to use the form. However, a request can not be rejected due to the fact that is not presented on the form. It must first be responded to on the appropriate form by Offender Information Services staffin the institution within 15 working days of receipt.

- ?? These responses must reflect the inmates' complaints and the cited institutions'/personnel's answers to those grievances in a clear, concise manner using standard English and paying particular attention to spelling, grammar and sentence structure, as these will be attached to the grievances and remain with them throughout the Administrative Remedies process.
- ?? These responses will not be hand written.
- ?? These reponses will not be in memorandum format. All responses to an inmate should be typed on the form, or if there is not enough space, you may respond in letter format and attach to the appropriate form, which indicates "See Attached".
- ?? All responses will reference any applicable statutes and/or Corrections Policies and Procedures.

If the inmate is not satisfied with the response received from the institution, they may appeal the response to the Central Office Offender Information staff. Again, it is not required that the appeal be submitted on the form.

If an inmate contacts Central Office first, the request will be forwarded to the institution for response.

Once an issue has been addressed at the institutional and Central Office level, no further responses are necessary.

Do not respond to open records requests or classification issues using the Administrative Remedies forms. Administrative Remedies only pertains to sentence calculations.

## REFERRAL FORM

As we were directed by the 2002 Legislative Session, a change in KRS 454.415 requires the first response to correspondence regarding sentence calculation to be prepared by the institutional offender information office.

Please provide a copy of the response to the central office file.

Thank you for your assistance in this matter.

Name	
Date_	

**Chapter XXIII –** 

PIN DATABASE

#### PIN DATABASE

#### The PIN database is used:

- 1. to check the status of cases on each new inmate
- 2. to see if an inmate has any cases pending in other courts
- 3. to check for prior escape convictions
- 4. to find out any medical, mental or security problems

#### The website address is:

http://intranet.corrections.ky.gov/docdatacollection/ACinmatePIN.asp

It will ask for your user ID and password. This will be the same as your e-mail log on ID and password.

After opening the web page you will see this screen:

Enter the last name and first name in the designated boxes. Click "Search". This will bring up PIN numbers for each inmate matching the requested name. Click on the PIN number that matches the inmate you are looking for. After this, you will get a screen that looks like the following example. You can print the PIN from this screen. Note: Before printing, you will need to change the left and right margins to 0.25, in order to get the full page.

To search for another inmate, click on "Cancel" and follow the instructions above again.

Each PIN has information regarding the case numbers listed under the "Indictment Number" section of the PIN.

- Section I: Will tell you if this indictment is for a new commitment, return parolee, return shock probation violator, etc., and if they received an additional sentence.
- Section II: Shows the offenses, what class felony the offenses are, the total sentence and the amount of jail credit they should receive on this indictment.
- Section III: Has comments such as pending charges, prior escape convictions and medical, mental or security problems. This information is very helpful to classification staff.

After the PIN has been printed, click on the box beside "In ORION" (this should put a check mark in the box) and click "Save".

A copy of the PIN is placed in Section VI on the inmate file with the judgments and resident record card.

### PRISONER STATUS CHANGE DATABASE

The Prisoner Status Change database is used to find out if an inmate's status has changed due to a probation/parole violation, shock probation, appeal bond, transfer, escape, etc. It should also give a reason why their status has changed.

The website address is:

http://intranet.corrections.ky.gov/docdatacollection/prisonerstatuschange.asp

It will ask for your user ID and password. This will be the same as your e-mail log on ID and password.

After opening the web page you will see this screen:

Enter the last name and first name in the designated boxes and click "Search". This will bring up a list of status change reports for each inmate matching the name entered. After this, you will get a screen that looks like the example on the following page. You can print the status change from this screen. Note: You will need to set the left and right margins at 0.25, in order to get all of the information.

If searching for an additional inmate, click "Cancel" and continue as instructed above.

Prisoner status changes should be filed in section VI of the inmate file.

## **Chapter XXIV**

## **CourtNet**

#### CourtNet

CourtNet - was created by the Administrative Office of the Courts to allow easy and expeditious access to criminal and civil cases filed with the Kentucky Court System.

**Access** - This site was designed primarily for the use of Kentucky Criminal Justice professionals. In order to gain access to CourtNet, have your supervisor contact Central Office to discuss the necessary steps.

**LOG ON** – Once you have been granted access you may go to the following web-site to log on <a href="http://kycourtnet.courts.cog.ky.us/courtnet/aocdefault.asp">http://kycourtnet.courts.cog.ky.us/courtnet/aocdefault.asp</a>. You will be required to enter your user name and password, which you previously set up during the application process in order to log on. Once you have entered your username and password, click Log In to begin your search. A welcome screen will appear and ask you to click HERE TO CONTINUE. Once you have clicked on continue, the main search menu will appear.

**SEARCHING** - When searching for information on CourtNet, you will need to know some basic information in order to get started. This includes the first and last name of the person you are inquiring about and the name of a county in which they have charges, current or previous. You may also enter more specific information such as their date of birth or SSN in order to narrow down the results. If you know the indictment number and the county from which the charges stemmed you may also search by case. Once you have entered the county and the first and last name click Begin Search at the bottom of the screen. All entries matching the information you entered will appear. Once you find the person you are searching for, you may click on his/her name for general details about the specific case you have chosen. You may also click on the case number to the right for more detailed information. If you are searching for all cases he/she has statewide, click on <a href="statewide">statewide</a> directly under his/her name. This search will list each individual case in alphabetical order by county.

- \* When searching CourtNet you may come across a case which says <u>Administrative</u> <u>Procedure</u>, this does <u>not</u> mean the case has been resolved or closed, it simply means there has been no activity in the last 60 days. This action also removes the green highlight, which typically denotes a pending case. If you are seeking information on a case, which says Administrative Procedure, follow up with the court clerk to obtain the status of the case.
- \* CourtNet may not contain older cases prior to the mid 1980's, depending on the county. You will still need to contact the court clerk for information on these cases.

**USES** – CourtNet is used for three major functions by Offender Information Services

#### ? ? CHECKING ON PENDING CHARGES

PENDING CHARGES – We are required to check on all pending charges when the inmate is first received by the Department of Corrections, upon return from parole or shock probation and prior to the release of an inmate by any means. Any felony and misdemeanor cases, which are indicated as pending on CourtNet must be checked by contacting the court clerk via letter or telephone. All cases, which show an active warrant in CourtNet, are to be checked on with the clerk as well. Information found in CourtNet is not considered an official record; therefore, we cannot lodge or release a detainer based solely on information contained in CourtNet

#### ? ?CLARIFYING INFORMATION

CLARIFYING INFORMATION – CourtNet may also be used to clarify information such as sentence length, charges, jail credit, concurrent/consecutive and indictment numbers as well as various other details. This is to be used only as a reference, the information contained in CourtNet is not considered an official record.

#### ?? CHECKING ON THE STATUS OF PRIOR CONVICTIONS

STATUS OF PRIOR CONVICTIONS - You may also use CourtNet to check the status of prior felony convictions such as probated cases or convictions for which the individual should be serving with the Department of Corrections if not previously satisfied. If you determine an inmate is currently on probation on a case or has been sentenced to the department on felony charges other than what he is serving on which has not been satisfied, check the status in CourtNet. If it is determined the inmate should be serving on these charges follow up with Probation and Parole and obtain the judgment and the PSI. After receiving the paperwork add the conviction to the sentence the defendant is currently serving.

**Chapter XXV** 

**Expiration Lists** 

#### **Expiration Lists**

Each month a list will be printed from a TSO report by the Institutional Offender Information office, which indicates those individuals to be discharged by expiration of sentence from the institution. The list will be in chronological order beginning with the first day of the month and listing the names and institutional numbers of those inmates to be discharged each day of the month.

An inmate does not qualify for Administrative Release (early release on the first day of the month or the last day of the previous month if the 1<sup>st</sup> falls on Saturday, Sunday or a legal holiday) if:

- 1. He/she has pending write-ups that may result in the forfeiture of good time
- 2. He/she has outstanding good time loss
- 3. He/she is serving disciplinary segregation time
- 4. He/she is a sex offender convicted on or after July 15, 1998 and he has not completed the Sex Offender Treatment Program (If he/she was convicted on or after 7/15/98, he/she must have completed the Sex Offender Treatment Program or he/she will not be released until their adjusted maximum expiration date)
- 5. He/she has a detainer and the detaining authority is not able to pick him/her up on the Administrative Release date (he/she can be held until his/her minimum expiration date when the detaining authority must assume custody of the individual).

Prior to the release of an inmate the following steps must be completed:

- ? ?Forwarding address forms should be sent to the inmate 30 days prior to the discharge date if possible.
- ? ?Inform inmate of his/her eligibility for civil rights restoration. If he/she qualifies, complete the form and provide it to the inmate.
- ? Pull the file
- ? ?Make sure the inmate's record has been audited and run an updated Resident Record Card
- ? ?Check for pending write-ups that may take good time
- ? ?Check if inmate is serving disciplinary segregation time.
- ? ?Check Screen 15 for special notations. If there are any discrepancies, notify Central Office immediately.
- ? ?Check CourtNet for any outstanding warrants or pending charges. Contact county/state authorities to determine disposition/status of case and if detainer or hold is necessary. If so, request copy of warrant/summons and issue to inmate. Complete an acknowledgement of detainer to the detaining authority, place a note in the record of interviews, and enter in ORION screen 04. Write "detainer" on the front of the file.

- ? ?If existing detainer has already been lodged, contact the appropriate authorities to notify them of the inmates upcoming release and note that you have done so in the record of interviews. The detainer information will automatically print on the expiration list. The inmate shall be released to the detaining authority once he/she reaches his/her discharge date.
- ? If he/she is a Sex Offender, note this on the expiration list near his release date by writing "SEX" to the right of the method of release (See sex offender release, chapter XXVII)
- ? ? If inmate is serving on non-sex offense, check all prior conviction to see if he/she should be a registered with the Criminal Offender Registry due to prior sex convictions. (See Criminal Offender Registry, Chapter XXVI.)
- ? ? Check for victim notification(s) requests. Mail notification letter at least 10 working days before release. If the inmate is to be released immediately, notify any victims by phone. Log entries in Record of Interview and write a "V" on the minimum expiration list. File copy of letter in Section V. Forward copy to Central Office.
- ? Petermine type of release (Administrative, minimum, maximum, sex offender conditional discharge, or Sex Offender). Releases by Minimum Expiration of Sentence and Maximum Expiration of Sentence will automatically be reflected on the expiration list. Indicate Administrative Releases by writing "ADM" next to the release date and indicate Sex offender Conditional Discharge Releases by writing "SOCD" next to the release date. An inmate being discharged by Sex Offender Conditional Discharge Completion will print on the list as Sex Offender under method of release.
- ? ? Two copies of the minimum expiration list must be mailed to Central Office early enough to be received by the 5<sup>th</sup> of the previous month. For example, the May minimum expiration list must be received in Central Office by April 5<sup>th</sup>.

Central Office staff will contact you via e-mail after the 5<sup>th</sup> of the month to make a final approval. Once this has been done, enter the Notice of Discharge in screen 20 of ORION. (See Electronic Notices of Discharge, Chapter XVI).

Central Office will return an approved list with the Branch Manager's signature to your institution.

Each day of the month, go through the minimum expiration list and release the inmate on the exact date of release in screen 01 of ORION. Enter screen 04 of ORION and release any active detainers on the date of release and note on front of file.

## **Chapter XXVI**

## **Criminal Offender Registry**

### **Criminal Offender Registrant**

Inmates convicted of certain crimes are required to register with the Justice and Public Safety Cabinet and provide information on their place of residence after release from prison, under the provisions of KRS 17.500 to 17.540.

#### Registrant

A. A person over the age of eighteen (18), or a person convicted as a youthful offender under KRS Chapter 640 of the following crimes:

1.	Rape 1 <sup>st</sup> Degree	KRS 510.040
2.	Rape 2 <sup>nd</sup> Degree	KRS 510.050
3.	Rape 3 <sup>rd</sup> Degree	KRS 510.060
4.	Sodomy 1 <sup>st</sup> Degree	KRS 510.070
5.	Sodomy 2 <sup>nd</sup> Degree	KRS 510.080
6.	Sodomy 3 <sup>rd</sup> Degree	KRS 510.090
7.	Sexual Abuse 1 <sup>st</sup> Degree	KRS 510.110
8.	Incest	KRS 530.020
9.	Unlawful Transaction with a Minor 1 <sup>st</sup> Degree	KRS.530.064
10.	Promoting a Sexual Performance of a Minor	KRS 531.310
11.	Indecent Exposure 1 <sup>st</sup> Degree	KRS 510.148(2)(c)(d)
12.	Or Felony attempt of above listed offenses	

B. OR, a person over the age of eighteen (18) who commits a criminal offense against a Victim who is a minor - Victim under 18 at time of commission of following offenses (CAVM):

1.	Kidnapping (Except by Parent)	KRS 509.040
2.	Unlawful Confinement (Except by parent)	KRS 509.020
3.	Rape 1 <sup>st</sup> Degree	KRS 510.040
4.	Rape 2 <sup>nd</sup> Degree	KRS 510.050
5.	Rape 3 <sup>rd</sup> Degree	KRS 510.060
6.	Sodomy 1 <sup>st</sup> Degree	KRS 510.070
7.	Sodomy 2 <sup>nd</sup> Degree	KRS 510.080
8.	Sodomy 3 <sup>rd</sup> Degree	KRS 510.090
9.	Sexual Abuse 1 <sup>st</sup> Degree	KRS 510.110
10.	Sexual Abuse 2 <sup>nd</sup> Degree	KRS 510.120
11.	Sexual Abuse 3 <sup>rd</sup> Degree	KRS 510.130
12.	Incest	KRS 530.020
13.	Unlawful Transaction with a Minor 1 <sup>st</sup> Degree	KRS.530.064

- 14. Promoting a Sexual Performance of a Minor KRS 531.310
- 15. Promoting Prostitution Offense (Using a minor)

Promoting Prostitution 1<sup>st</sup> Degree KRS 529.030
Promoting Prostitution 2<sup>nd</sup> Degree KRS 529.040
Promoting Prostitution 3<sup>rd</sup> Degree KRS 529.050

- 16. Or any Attempt or Solicitation of above offenses
- C. OR, a person convicted of similar crime in another state, territory or military court or a person defined as a "Sexually Violent Predator."

#### Registration

Crimes which require Lifetime registration:

- 1. Aggravated Sex Crime Forcible compulsion or victim under 12
- 2. Rape 1<sup>st</sup> Degree
- 3. Sodomy 1<sup>st</sup> Degree
- 4. Sex Crime (See section one), plus one or more prior conviction for a sex crime, or one or more conviction CAVM (See above)
- 5. Two or more CAVM
- 6. Kidnapping (Except by parent)
- 7. Unlawful Confinement (Except by parent)

The Justice and Public Safety Cabinet will verify the address on a lifetime registrant every 90-days.

Crimes which require 10 Year registration

1. All other crime which require registry with the criminal offender registry.

The Justice and Public Safety Cabinet will verify the address on ten-year registrants at least once each calendar year.

#### **Penalties**

If the Justice and Publice Safety Cabinet determines that a registrant has failed to comply with any of the registration requirements, they shall notify the appropriate County Attorney for prosecution. It is a **Class D Felony** to violate any portion of the registration process or to knowingly provide false, misleading, or incomplete information.

## **COMMENTS/NOTES**

# **Chapter XXVII**

Sex Offender Release

#### RELEASE SEX OFFENDER RELEASE

## Criminal Offender Registry Process (KRS 17.500 – 17.540)

All sex offenders **released by the department of corrections after July 1997** are required to register with the Criminal Offender Registry (although the registry existed prior to this date it was not the department responsibility to register these offenders until July 1997).

#### To register an offender:

1. Obtain a forwarding address from the inmate to include on the Criminal Offender Registry Form.

#### Note: A Post Office Box is not considered an address

2. Fill out the Criminal Offender Registry Form. Many areas on the form are self-explanatory; some are not. An explanation of questionable areas follows:

SON: Leave Blank

SID: This is the State I.D. number – This number can be found in 07 ORION. This number is <u>not</u> the inmate's institution number. Example of a SID number would be KYA0027984.

#### **RELEASE AND EXPIRATION DATE INFORMATION:**

Conviction Date: This is the date the offender was received in Corrections.

Date Released: This is the actual release date of the inmate.

<u>Maximum Date Released</u>: This date will be the **same date** as the Date Released **UNLESS** the offender is being discharged by **Sex Offender Conditional Discharge** (**SOCD**). If the offender is a SOCD the Maximum Date Released is 3 years from the actual Date Released. For example, if an inmate were released by minimum expiration or maximum expiration on 7-30-2005, his Maximum Date Released would be 7-30-2005. If the inmate is released by SOCD on 7-30-2005, his Maximum Date Released will be 7-30-2008.

For offenders released by Parole, the **Maximum Date of Release** is his/her Maximum Expiration Date as appears on the Resident Record Card. He/she will be under the supervision of Probation and Parole until his/her Maximum Expiration Date at which time a date for registration expiration will be figured by P & P depending on the circumstances of the case.

.

<u>Registry Expiration Date</u>: Life or 10 years from the Maximum Date Released. For a 10-year offender discharged by minimum expiration on 7-30-2005, the Registry Expiration Date would be 7-30-2015. For a 10-year offender released by SOCD on 7-30-2005 the Registry Expiration Date would be 7-30-2018.

For those individuals requested to register for Life by nature of their crime, i.e., Rape I, Sodomy I, or previous sex crime conviction(s), the Registry Expiration Date is "<u>LIFE</u>"

Be specific when giving a description of the crime. However, **do not** include the victim's name. Be sure to include the offense title and KSR number, i.e., Rape 1, 510.040

#### SPECIAL CONDITIONS IMPOSED BY THE RELEASING AUTHORITY:

This section is utilized for SOCD release and Parole release information. For offenders released by SOCD type in 'SEX OFFENDER CONDITIONAL DISCHARGE.'

For men discharged by Parole, type in the Parole Board Stipulations.

- 3. KRS 17.170 gives authority to the Department of Corrections to take DNA samples from inmates convicted of sex offenses. The DNA document is filed in section 5 of the inmate record. If there is no DNA on the record, you will need to check with the State Police to inquire if they have one. If the state police does not have a DNA on file one will have to be obtained via the institution medical facility.
- 4. Make sure the State Police have fingerprints on file. If the inmate has an FBI number, the State Police have fingerprints. If not, you will need to fingerprint the inmate and forward it to the Kentucky State Police.
- 5. Ensure the inmate has a SID number. If the inmate does not have a SID number one may be obtained from the State Police.
- 6. Attach a current photograph to the Criminal Offender Registry Form or forward the picture (including the inmates name and number) via email to the appropriate Kentucky State Police Official.
- 7. Fill out the Criminal Offender Registrant Responsibility Form.
- 8. Have the inmate review and sign both forms. You sign both forms as a witness.

NOTE: ORION Screen 11, the PSI and the Kentucky State Police Sex Offender Registry at <a href="http://kspsor.state.ky.us">http://kspsor.state.ky.us</a> should be utilized to ascertain any previous sex convictions and/or registration. If the offender has previously been registered, a Modification Registry Form is to be completed in lieu of a New Registry Form.

#### **Sex Offender Conditional Discharge**

The next step to releasing a sex offender is to determine if the inmate is required to be placed on Sex Offender Conditional Discharge. This is a three year probationary period required by the below listed statute.

When determining if the inmate is required to be placed on Sex Offender Conditional Discharge, look at the "date convicted" and the "date crime committed" on the sex offenses on the resident record card. If both dates for the sex offense are **on or after July 15, 1998**, the inmate must be placed on the 3 year period of Sex Offender Conditional Discharge. If either date is **prior to July 15, 1998**, the inmate is not subject to Sex Offender Conditional Discharge.

NOTE: Only Inmates convicted per KRS 532.043 and KRS 532.060 are subject to Sex Offender conditional Discharge.

#### KRS 532.043 PROVIDES:

- (1) In addition to the penalties authorized by law, any person convicted of, pleading guilty to, or entering an Alford plea to a felony offense under KRS Chapter 510, KRS 529.030, 530.020, 530.064, 531.310, or 531.320 shall be subject to a period of conditional discharge following release from:
  - (a) Incarceration upon expiration of sentence; or
  - (b) Completion of parole.
- (2) The period of conditional discharge shall be three (3) years.
- (3) During the period of conditional discharge, the defendant shall:
  - (a) Be subject to all orders specified by the Department of Corrections; and
  - (b) Comply with all education, treatment, testing, or combination thereof required by the Department of Corrections.
- (4) Persons under conditional discharge pursuant to this section shall be subject to the supervision of the Division of Probation and Parole.
- (5) If a person violates a provision specified in subsection (3) of this section, the violation shall be reported in writing to the Commonwealth's Attorney in the county of conviction. The Commonwealth's Attorney may petition the court to revoke the defendant's conditional discharge and reincarcerate the defendant as set forth in KRS 532.060.
- (6) The provisions of this section shall apply only to persons convicted, pleading guilty, or entering an Alford plea to crimes committed on or after July 15, 1998.

#### When releasing an inmate by Sex Offender Conditional Discharge:

- 1. Follow all sex offender release instructions for in this chapter
- 2. If the offender is to remain in Kentucky,

- A. Notify the Probation and Parole District Supervisor in the county he/she will be living. Notification can be done via e-mail only. Obtain the name and address of the P & P office the offender is to report to upon release.
- B. Prepare a Reporting Instruction form that is to be given to the offender when he is released.
- C. Send a copy of the Reporting Instruction form to the Parole officer and retain one copy of the Reporting Instruction form in the institution record.

Note: If an offender is getting ready to serve out on Sex Offender Conditional Discharge and has requested to live in another state, prior permission must be granted through Interstate Commission or the offender is required to stay in Kentucky until permission is granted. Case management staff handles all documentation regarding the out-of-state placement.

- 3. Enter the Code "S" in screen 03 of ORION and enter the date of release. (This should be the inmate's maximum expiration date unless he completed the Sex Offender Treatment Program.)
- 4. Make sure the minimum expiration list reflects that the inmate is being released by Sex Offender Conditional Discharge.
- 5. Fill out screen 20 of ORION for Sex Offender Conditional Discharge (See Screen 20 Chapter).
- 6. On the date of release, discharge the inmate in screen 01 of ORION with the release code "Y".

# **Chapter XXVIII**

VINE® and Victim Notification

#### VINE

### VINE® - Victim Information and Notification Everyday

The VINE® is an automated, statewide victims notification system. This information can be accessed 24-hours a day, seven days a week.

Information can be obtained through VINE® by calling 1-800-511-1670.

**Status:** If not in custody, the date the inmate was released will be given Location: Current jail or institutional address and telephone number will be given for inmate currently in custody.

Parole Eligibility: The next hearing date will be given, where applicable.

**Sentence Expiration:** The tentative release date will be given, where applicable.

Notification regarding the release of an inmate from a jail will be made every 30-minutes for a 24-hour period or until notification is acknowledged by the registered person.

Notification regarding the release of an inmate from a state institution will be made to the extent possible, 72-hours before the inmate's release.

In cases of parole, changes in sentences due to immediate time credits, court ordered discharges or escapes, the system will begin to call once the release occurs.

When an inmate is released the information will be downloaded to VINE from the ORION at noon and at 6 p.m.

When a release is made due to escape or court ordered release, it is necessary for the manual release line to be activated. The number for that line is 1-866-647-7409. Please have the necessary codes available and follow the prompts to enter the necessary information.

#### **Victim Notification**

At the time inmates meets the Parole Board, any victim is given the opportunity through the Kentucly Parole Board, office of Victim Services to request advance notification of an inmate's release. Each victim is provided with a notification request form which, once completed, should be mailed to Central Office Offender Information Services.

When the Victim Notification form is received in Central Office a letter is prepared to the victim and a copy of the VINE pamphlet is provided. Our Central Office file is stamped "NOTIFICATION," in red on the label where the inmate's name and institutional number is located. This document is placed in section 5 of the Central Office file.

A copy of the notification request and a memo is mailed to the institution where the inmate is housed for the Institutional Records Officer to mark his/her file accordingly.

At the time of an inmates release, per KRS 421.500, the institutional records office shall contact the victim by mail, if a sufficient amount of time is allowed, or call the victim in the event of an immediate release to advise the victim of the inmates upcoming release. Only victims as defined in KRS 421.500 shall be provided with the inmate's forwarding address.

Notice of Discharge (ORION screen 20, page 2) may contain victim notification information. Any victims listed in this screen should be notified if an "X" is marked on the release section of this page by his/her name.

## Chapter XXIV

Sex Offender Conditional Discharge Revocation

### Sex Offender Conditional Discharge Revocation

#### KRS 532.060(3) PROVIDES:

For any felony specified in KRS Chapter 510, KRS 530.020, 530.064, or 531.310, the sentence shall include an additional three (3) year period of conditional discharge which shall be added to the maximum sentence rendered for the offense. During this period of conditional discharge, if a defendant violates the provisions of conditional discharge, the defendant may be reincarcerated for:

- (a) The remaining period of his initial sentence, if any is remaining; and
- (b) The entire period of conditional discharge, or if the initial sentence has been served, for the remaining period of conditional discharge.

Only the court that originally imposed sentence can revoke the 3-year period of conditional discharge. Therefore, if an inmate returns to prison having had his/her period of conditional discharge revoked by the sentencing court, the remaining balance of the three year period will be served in prison.

- ? In screen 01 of ORION, the inmate shall be returned with the code "Y".
- ? ? In screen 03, the calculation is as follows:

S Discharged by SOCD	2000 02 10
S1 Returned SOCD Violator	2000 10 09
S2 Remaining Time To Serve	0002 04 01
S3 SOCD Completion Date	2003 02 10

To determine the remaining time to serve, you must determine the amount of time on Sex Offender Conditional Discharge. Subtract the date discharged by SOCD from the date returned by SOCD. This will give you the time out on Sex Offender Conditional Discharge. Then subtract the time out on Sex Offender Conditional Discharge from three years. This will give you the remaining time to serve.

Example:	Date returned SOCD	2000 10 09		0003 00 00
	Date Discharged SOCD-2	2000 02 10	Time out on SOCD	- <u>0000 07 29</u>
	Time out on SOCD	0000 07 29	Remaining Time to Serve	0002 04 01

? ? There will be no new parole eligibility date since this is a probationary period, not a sentence.

- ? ? A person returned to prison on a revocation of the sex offender conditional discharge is not entitled to any further good time credits.
- ? ? A person returning on sex offender conditional discharge is not eligible for any for of early release.

He/she would serve out the remaining time on the period of conditional discharge.

Upon completion of the three year period

- ? ? The inmate will be released in screen 01 of ORION with code "4" Sex Offender Conditional Discharge Completion Date.
- ? ? The inmate will be released in screen 03 of ORION with the code "S3" Sex Offender Conditional Discharge Completion Date.
- ? ? In screen 20, Maximum expiration date should be marked, and "Sex Offender Conditional Discharge Completion Date" should be typed in the address field.

NOTE: If an inmate is returned Sex Offender Conditional Discharge and has committed a new crime, the new crime will be placed on a new inmate number. These inmates may be serving on two inmate numbers at the same time until one of the sentences is complete.

# **Chapter XXIX**

# Requests for Information

#### REQUESTS FOR INFORMATION – OPEN RECORDS

Requests for inspection of records shall be answered as provided under the Open Records Act, KRS 61.870 to 61.884, with the exceptions provided in KRS 197.025.

KRS 197.025 Restrictions on access to inmate and facility records -- Appeal procedure -- Restrictions on access to policies and procedure:

- (1) KRS 61.884 and 61.878 to the contrary notwithstanding, no person shall have access to any records if the disclosure is deemed by the commissioner of the department or his designee to constitute a threat to the security of the inmate, any other inmate, correctional staff, the institution, or any other person.
- (2) KRS 61.872 to the contrary notwithstanding, the department shall not be required to comply with a request for any record from any inmate confined in a jail or any facility or any individual on active supervision under the jurisdiction of the department, unless the request is for a record which contains a specific reference to that individual.
- (3) KRS 61.880 to the contrary notwithstanding, all persons confined in a penal facility shall challenge any denial of an open record with the Attorney General by mailing or otherwise sending the appropriate documents to the Attorney General within twenty (20) days of the denial pursuant to the procedures set out in KRS 61.880(2) before an appeal can be filed in a Circuit Court.
- (4) KRS 61.872 to the contrary notwithstanding, the Department of Corrections shall refuse to accept the hand delivery of an open records request from a confined inmate.
- (5) KRS 61.870 to 61.884 to the contrary notwithstanding, all records containing information expunged pursuant to law shall not be open to the public.
- (6) The policies and procedures or administrative regulations of the department which address the security and control of inmates and penitentiaries shall not be accessible to the public or inmates. The Administrative Regulations Review Subcommittee's review process for these policies and procedures or administrative regulations shall be conducted in closed sessions.

(7) KRS 61.880(1) to the contrary notwithstanding, upon receipt of a request for any record, the department shall determine within five (5) days after receipt of the request, excepting Saturdays, Sundays, and legal holidays, whether the record shall be released.

"PEN PACKS" – Common terminology used to request certified documentation of a person's felony convictions and incarcerations. Most often used by prosecuting attorneys for use in persistent felony offender or habitual criminal proceedings, but can be requested from a private individual or agency for a variety of reasons. Requests for certified copies of a person's prior felony convictions and incarcerations from prosecuting attorneys should be directed to Central Office Offender Information Services, as most institutional record offices would only have records if the person was housed at that facility, whereas Central Office would normally have access to all of the person's records.

See example of a standard Certification on the next page. You should describe the particular document(s) being certified in sufficient detail to identify the document, such as: Final Judgment and Sentence of Imprisonment of the Fayette Circuit Court on indictment number 02CR0001 entered on March 1, 2002 rather than just Judgment.

### **CERTIFICATE**

I,			Records		of the
That in my official capacity I am a custodian of the					
the institutional level. I certify that the copies of i					
reproductions of a portion of the original record					
housed at the,					
records were made or retained in the regular cour	rse of busine	ss by the Dep	partment of Co	orrections an	d it was the
regular course of the Department of Corrections					
recorded. (insert the following only in response to	o a properly .	served subpoe	na, otherwise	delete this s	ection: This
certification is given by the custodian of the record 422.290.)	ds in lieu of t	he custodian's	s personal app	earance purs	uant to KRS
The attached are true and accurate copies of	_				
, DOB:		_, INST. N	NO	,	said records
being specifically as follows:				,	
	(	Offender Reco	rds Officer		
	_				-
State of Kentucky					
County of					
county of					
appeared, ackno	wledged before	ore me, and	swore or affir	med that the	e statements
made in the foregoing certification were true, 2002.	to the best	of her know	ledge and bel	lief this	day of
	Notary Pu	iblic, State at	Large		
My Commission expires:	-		-		

# **NOTES/COMMENTS**

# **Appendix I**

# Records Offices and Records Processing

#### RECORDS OFFICES AND RECORDS PROCESSING

In order to supply necessary information for programs, evaluation, custody functions and legal documentation; each institution will provide adequate office space for the completion, updating, and storage of offender records.

- I. The Warden of each institution will designate an official custodian of offender records. This individual will be responsible for and exercise authority over all records operations for that institution.
- II. Each Warden will designate a specific area for offender records storage and will develop written guidelines to ensure the security of all offender records kept at his/her institution.
- III. Each institution will develop written procedures governing access to the records area and designating staff who are authorized to have access to offender records. Records access should be governed by a legitimate need to know in order to carry out prescribed duties.
- IV. Each institutional records office will forward institutional file folders of inmates released by parole, court order and shock probation to the Offender Information Office at the Kentucky State Reformatory. These folders will be maintained at the Kentucky State Reformatory and made available to the Assessment Center if the individual is returned to the institution as a parole violator, returned by court order, or returned as a shock probation violator. File folders for local facility inmates who never have been admitted directly to a state institution will be returned to the Offender Information Officer at the Assessment Center. File folders for local facility female inmates who have been previously housed at KCIW will be forwarded to KCIW for storage.
  - A. For a period of five years after their release, each institution will store the inactive inmate files those individuals who have been discharged by conditional release, minimum expiration or maximum expiration of sentence. Medical records will be maintained by the medical department for a period of five years.
  - B. The Offender Information Office at KSR will maintain each institutional inmate file and medical record forwarded to them from other institutions until such time as the individual is issued a final discharge from parole, etc., or until the individual is returned to the system. Inactive inmate files will be retained at KSR for a period of five years after the release of the subject.
- V. Confidentiality of all offender records will be maintained. Each institution will provide written guidelines governing the movement of offender records within the institution, and the use of information contained in all inmate files and offender records data sources.

- A. The right to privacy of each inmate, as well as the inmate's family and other private individuals, will be adhered to under the provisions set out under KRS 61.878(1)(a).
- VI. Formal requests for information from an offender record by an inmate or non-staff member will be handled through the designated Offender Information supervisor. See CPP 6.1 regarding inspection of records.
  - A. The Offender Information supervisor will ensure that the request is honored or denied in accordance with Department of Corrections policy.
  - B. A request for information will be made on a "Request for Inspection of Records" form or in a letter containing the information required by CPP 6.1. Only the information specifically requested, that is allowable under CPP 6.1 and KRS 61.878, will be provided. A copy of the information request and response will be placed in the offender's record.

#### RECORDS PROCESSING

#### **ORION Entry and Update**

- A. The name, registration number and date of entry of each inmate will be entered into the ORION system on the date of arrival at any institution. If an inmate is received after regular business hours, this information will be entered at the beginning of the next working day.
- B. Receiving institutions will be responsible for in coding all initial demographic and sentence data into the ORION system at the earliest possible date after arrival.
- C. Each institution will be responsible for in-coding into the ORION system all appropriate changes in inmate status occurring while the inmate is housed at that institution.
- D. If an inmate is transferred to another institution at night, during the weekend or during a holiday period, the inmate's discharge will be entered in the ORION system by the discharging institution at the beginning of the next working day.
- E. Each institution will be responsible for entering parole actions in the ORION system upon receipt of information after the inmate has met the Parole Board. If the inmate is in the Class D Felon program at a local facility, the parole results will be entered in the ORION system five days after the results have been mailed to the jail facility.

#### **Monitoring of ORION System**

The ORION system will be monitored by the Department's "Contact" Person.

- A. All ongoing problems with the ORION system should be reported to the Department's Contact Person.
- B. Suggestions for improvement or expansion of ORION use should be reported to the Department's Contact Person.

#### **Responsibility for Record Processing**

- A. Sentences will be computed as described in Chapter III.
- B. Receiving institutions will be responsible for initial sentence computation and the updating of sentence data as long as the inmate is physically housed at that institution.
- C. Upon transfer of an inmate to another institution, that institution will then become responsible for all updating of sentence data, program material and other data relating to the inmate's stay at the institution.
- D. If a change of status such as good time loss or restoration, meritorious good time award or an additional sentence arrives after initial sentence computation and transfer, the

institution currently housing the inmate will be responsible for processing the action and re-computing sentence data.

#### **ORION Generated Reports (TSO)**

- A. Tentative Parole Eligibility lists will be generated at each institution. The parole list will be provided to Central Office, Offender Information, 30 days prior to the hearing date for each specific institution.
- B. Tentative Minimum and Maximum Expiration lists will also be generated at each institution. Institutional staff will indicate which cases are scheduled to be administratively released. These lists are forwarded to Central Office, Offender Information, for approval.

#### **Copies of Documents/Forms**

- A. Where possible, original documents and forms are to be sent to Central Office, Offender Information. Copies of documents or forms should be maintained in the inmate's institutional record jacket.
- B. Forms or documents supplied to Offender Information should be on 8½" x 11" paper when possible. Handwritten or typed documents should be prepared using black ink to facilitate machine copying.

#### **Photographs**

- A. Original receiving institutions will supply the Kentucky State Police with two completed FBI fingerprint cards and two copies of each inmate's photograph.
- B. Original receiving institutions will supply the Offender Information Services Branch with one photograph of each inmate received.

#### **Discharge Notice**

Discharge Notices shall not be prepared on inmates who are being transferred from one institution to another. Those inmates are not being released or discharged from the system. A copy of the transfer authorization form serves as notice of the inmate's release from one institution to another.

# **COMMENTS/NOTES**

# **Appendix II**

# Inmate Record Folders and Corrections Forms

#### INMATE RECORD FOLDERS AND CORRECTIONS FORMS

#### INMATE RECORD FOLDER

#### Introduction

In order to maintain a cumulative, organized and accurate record for each inmate incarcerated by the Kentucky Department of Corrections, an institutional file will be constructed and maintained as a repository for all written materials pertinent to the individual case. This institutional file will be maintained in the institution currently housing the inmate and will be transferred with the inmate as he progresses through the Kentucky Department of Corrections system.

- I. The institutional file is constructed in the following manner.
  - A. The file will be constructed of pressboard, measuring 14 3/4" x 10".
  - B. The file contains six (6)-filing sections for grouping types of information.
  - C. The file contains fasteners in each filing section to ensure that material is securely held.
  - D. The inmate's registration name and number is put on a label that is placed on the filing tab located on the right side of the file and the number only is placed across the bottom of the outside cover of the file.
  - E. "CONFIDENTIAL UNDER KRS 439.510 AND KRS 439.990" is stamped on the outer front cover of the file.
  - F. Files of inmates who have warrants or holds are marked with a red "HOLD" stamp on the upper right hand corner of the file.
  - G. Files of inmates who have a notification placed on their file is indicated with a red stamp (NOTIFICATION) on the upper left side of the file.
- II. The institution to which an individual inmate is originally admitted will be responsible for the initial construction of the institutional file.
  - A. As the inmate progresses through his period of incarceration, a copy of all material relating to his case will be placed in the institutional file and filed into the correct sections.
  - B. If the inmate is transferred to another facility, the institutional file will be transferred with the inmate, if feasible. The institutional file shall follow within 72 hours of the inmate's transfer.
  - C. When the inmate leaves an institution on parole, shock probation or by court order, the file will be mailed to KSR or KCIW depending on the sex of the inmate.
  - D. The records retention schedule of the Department of Corrections requires that inmate institutional files be retained at the Kentucky State Reformatory or KCIW until five (5) years after an inmate's maximum expiration date or final discharge from parole is received. Records of inmates released by conditional release, minimum expiration of sentence or maximum expiration of sentence will

be retained at the releasing institution for a period of five (5) years. Inmate medical records will be retained for a period of twenty (20) years.

- 1. The transfer of files to archives has the advanced approval of Division of Archives and the Agency Records Officer. At the end of the five- year period, the institutional inmate file will be destroyed. The inmate medical record, however, will be retained separately for a period of 20 years.
- E. If an inmate passes away will incarcerated the institutional file will be retained at the institution in which he/she was residing at for a period of (5) years.
- III. In recent years the variety and amount of material placed in the inmate file has grown to alarming proportions. The majority of this material consists of forms developed by individual institutions. Often institutions develop detailed forms to be used in a narrow set of circumstances even though an approved departmental form could be used. In an effort to provide a concise and readable offender record package and to increase the use of standardized forms, the following guidelines will be observed.

#### Only approved forms (AF) will be placed in the inmate file.

- A. A condensed list of approved forms (AF) is included in this chapter. You should refer to the Corrections Forms Manuals for a complete listing of approved forms.
- B. If an institution wishes to develop a new form for inclusion in the inmate record jacket, a copy of the proposed form and a written justification shall be forwarded to the Branch Manager, Planning and Evaluation, for approval prior to adoption and use.

#### All institutions will use standard forms as outlined in this chapter.

- A. All forms will be obtained from the printing operation at Luther Luckett Correctional Complex.
- B. All forms having interagency use shall contain the name, address and phone number of the issuing institution.
- C. Where multiple copies of a form are required and where possible, forms should be printed on NCS paper.

All material placed in the institutional file will be marked with the inmate's registration number and will be filed in one of six (6) categories: Parole Information; Program Progression; Movement Information; Custody/Disciplinary Information; Miscellaneous Information and Admission, Time and Sentence Data.

#### A. Parole Information

The section containing parole information will be located on the inside front cover of the file. This section will begin with a copy of the inmate's photograph attached to a blank sheet of paper, which will remain as the top sheet of this section. All material in this section will be filed in the order of occurrence (from bottom to top) according to the date received with the exception of Presentence Investigation Reports. Presentence Investigation Reports are to be placed at the bottom of this section in the order of occurrence (from bottom to top). This section will contain all material pertaining to parole, parole revocation and Parole Board actions. Forms found in this section pertains to parole, job placement, parole revocation, Parole Board Actions, Parole Certificates, parole violation warrants and results of parole revocation hearings. Examples of material and approved forms (AF) to be placed in this section will include:

- 1. White Sheet with Photograph (Institution) (on top )
- 2. Parole Board Decision Sheet Form- (AF)-Parole recommended, serve out sentence or deferment of sentence (Parole Board actions are no longer stamped on the inside photo cover sheet.)
- 3. Agreement to Return (AF)
- 4. Application for Compact Services (AF)
- 5. Conditional Release of Prisoner and Reservation of Jurisdiction Form pursuant to KRS 440.330- another state. (AF)
- 6. Conditional Release of Prisoner and Reservation of Jurisdiction Form pursuant to KRS 4403.330- Federal. (AF)
- 7. Expedient Release Application Form (AF)
- 8. Final Discharge from Parole (AF)
- 9. Interstate Compact Information
- 10. Notification of Release of Inmate
- 11. Open Hearing Information
- 12. Parole Reports
- 13. Parole Certificate Form (AF)
- 14. Parole Plan Form (AKA Home and Job Placement Form) (AF)
- 15. Parole Summary Form (AF)
- 16. Parole Violation Transport Authorization Form
- 17. Parole Violation Warrant (AF)
- 18. Pre-Parole Progress Reports
- 19. Receipt For Return of Parole Violators Form (AF)
- 20. Results of Preliminary Violation Hearings
- 21. Revocation of Parole Hearing (AF)
- 22. SAP /SOTP /Violent Offender Program Reports to Parole Board
- 23. Victim Impact Statements (AF) (Central Office file only)
- 24. Pre-sentence Investigations (PSI) on bottom (in order of occurrence from bottom to top (AF)

#### B. Program Progression

This section will contain all material relating to an individual's program progression while incarcerated. A Classification Review Record will remain as the top sheet of this section. All other material relating to program progression will be filed in the order of occurrence (from bottom to top) under the Classification Review Record, according to date received. Examples of material and approved forms (AF) contained in this section include:

- 1. Classification interview record (AF) (place on top in this section in chronological order from bottom to top)
- 2. Assessment Intake
- 3. Classification Review Records, Initial and Reclassification
- 4. Classification Appeals
- 5. FBI Identification Record (no longer placed in file, remove if found)
- 6. Initial Classification Custody Form
- 7. Mental Health Intake
- 8. Orientation
- 9. Pre-Release Probation
- 10. Program Referral Sheet (AF)
- 11. Program Statement
- 12. Progressive Incarceration Plans (AF)
- 13. Progressive Incarceration Plan Updates (AF)
- 14. Progressive Incarceration Plan Review (AF)
- 15. Psychiatric Evaluations
- 16. Psychological Evaluations (psychological information is no longer placed in file)
- 17. Psychological/Psychiatric Referral Sheet (AF)
- 18. Psychological Test Scores and Test Material
- 19. Psychological/Psychiatric Referrals
- 20. Reclassification Custody Forms
- 21. Request to Classification Committee (AF)
- 22. Request for Reduction in Custody
- 23. Risk Assessment
- 24. SAP
- 25. Self-Mutilation Check List
- 26. SOTP
- 27. Sex Offender Treatment Information
- 28. Violent Offender 48 Hour Progress Notes
- 29. 30 Day Review Classification Action (AF)

#### C. Movement Information

This section will contain all material relative to the individual's movement into or out of the institution. Material in this section will be filed in the order of occurrence according to the date received. Examples of material and approved forms (AF) contained in this section may include:

- 1. Cover Sheet (on top)
- 2. Conflict Notification Forms/Special Notice (AF)- (Blue sheets and should remain towards the front of this section under the cover sheet)
- 3. Security Threat Group and Security Threat Group Validation Form (usually a yellow sheet and should be placed directly under the cover sheet)
- 4. Conflict Questionnaire (Near top)
- 5. Conflict Resolutions (Near top)
- 6. Authorization for Hospital/Medical Trips
- 7. Furlough Application (AF)
- 8. Furlough Code of Conduct (AF)
- 9. Notice of Furlough (AF)
- 10. Transfer and/or Furlough Investigation Forms (AF)
- 11. Transfer Medical Clearance
- 12. Transfer Recommendation and Authorization Forms (AF)

#### D. Custody/Disciplinary Information

This section contains all material and forms relating to the inmate's record of discipline, and adjustment during his institutionalization. The Record of Interview Sheet will serve as a cover sheet for this section. All other material will be filed under this sheet in the order of occurrence according to the date received. HOWEVER, a divider that is marked "DETAINER" will be placed at the bottom of this section-all material relating to the detainer, i.e. detainer/warrant of arrest, letter of detainer acknowledgment, letter of detainer release, Orders of Appearance of Prisoner, and IAD forms, will be placed underneath this divider. (all court orders that are not serving time on) Examples of material and approved forms (AF) contained in this section include:

- 1. Record of Interviews The cover sheet for this section
- 2. Administrative Control Unit Progress Report (AF)
- 3. Extraordinary Occurrence Report (AF)
- 4. Incident/Disciplinary Report (AF)
- 5. Inmate Request for Protective Custody housing (AF)
- 6. Request to be released from Protective Custody Status (AF)
- 7. Identification Sheet (body sheet) Bottom of this section prior to Detainer section)
- 8. Divider Marked "Detainers"
- 9. Court Trips
- 10. Detainer Acknowledgment (AF)
- 11. Detainer Release Form (AF)
- 12. Detainers/Holds & Related Material
- 13. IAD Forms
- 14. Notification of Additional Charges
- 15. Notification to Circuit Judges on Court Trips (AF)
- 16. Order for Appearance of Prisoners
- 17. Pre-hearing Detention Forms (AF)
- 18. Waiver of Extradition

#### E. Miscellaneous Information

All miscellaneous information and material not relative to one of the other five specific categories should be filed in this section. Material in this section will be filed in the order they occurred starting at the bottom of this section. Examples of material and approved forms (AF) filed in this section include:

- 1. Academic/Vocational School Diplomas Received During Incarceration
- 2. Certificate of Completed Programs
- 3. Correspondence to CPP 17.4
- 4. Forwarding Address Form
- 5. DNA
- 6. Funeral Trip Memos
- 7. GED Certificate
- 8. GED Scores
- 9. Good Time Restoration Forms (AF)
- 10. Letters and Correspondence Not Pertaining to Parole
- 11. Marriage Request (AF)
- 12. Media Release
- 13. Meritorious Educational Good Time Recommendations (AF)
- 14. Open Records Requests
- 15. Pork Substitute Form

- 16. Release Clearance sheet ( yard clearance form)
- 17. Release of Information Consent Form (AF)
- 18. Restoration of Civil Rights Forms
- 19. Sex Offender Instructions (Sex Offender Registration Form)
- 20. Student Multi-purpose Referral
- 21. Work for Time Credit Worksheet (AF)
- 22. Work Reports
- 23. Visiting Lists
- 24. Any other documentation not listed in the first (4) sections or Section (6)
- 25. Notification Divider Sheet
- 26. Notification Requests (Victim)-(AF)--Bottom of Section

#### F. Admission, Time and Sentence Data

This section contains all materials related to admission, sentence or time computations. All materials in this section will be filed in the order of occurrence (from bottom to top) according to the date received. Examples of material and approved forms (AF) contained in this section include:

- 1. Resident Record Card (Current Updated Copy) (AF) (on top)
- 2. Commitment Orders/Judgments- (AF)- All should be placed in this section in order in which they occurred (entered by court) starting at the bottom of the file. For example Sentencing Order/Judgment first, probation orders next (if any), revocation orders next (if any) then amended judgments and finally jail credit orders by date of occurrence. If perhaps, two documents were entered on the same day, group the indictment numbers starting with the earliest indictment number first, starting from the bottom of the file.
- 3. Court Orders (granting jail credit / case clarification ext..)
- 4. Documentation Custody Time Credit Form (AF)
- 5. Finger print cards (are no longer placed in file)
- 6. Information Citation Number
- 7. Prisoner Intake Notification (PIN) Forms
- 8. Notice of Discharge (AF)
- 9. Notice of Interruption of Sentence (AF) (escape information: ie apprehension notice; escape fliers)
- 10. Notice of Status Change (AF)
- 11. Sheriff's Receipt/Receipt for Custody Form (AF)
- 12. Shock Orders
- 13. Warden's Warrant
- G. Only materials pertaining to the six- (6) categories listed above will be maintained in the inmate institutional file. If there is a question concerning placement of material in the inmate institutional file, the Offender Information Services Branch shall be contacted and shall make the final decision.

that i	nmate files are	develop writter released only to	authorized s	staff personne	el.	

#### **CORRECTIONS FORMS**

In recent years the variety and amount of material placed in the inmate record jacket has grown to alarming proportions. The majority of this material consists of forms developed by individual institutions. Often institutions develop detailed forms to be used in a narrow set of circumstances even though an approved departmental form could be used. In an effort to provide a concise and readable offender record package and to increase the use of standardized forms, the following guidelines will be observed.

#### Only approved forms will be placed in the inmate record jacket.

- C. A condensed list of approved forms is included in this chapter. You should refer to the Corrections Forms Manuals for a complete listing of approved forms.
- D. If an institution wishes to develop a new form for inclusion in the inmate record jacket, a copy of the proposed form and a written justification shall be forwarded to the Branch Manager, Planning and Evaluation, for approval prior to adoption and use.

#### All institutions will use standard forms as outlined in this chapter.

- D. All forms will be obtained from the printing operation at Luther Luckett Correctional Complex.
- E. All forms having interagency use shall contain the name, address and phone number of the issuing institution.
- F. Where multiple copies of a form are required and where possible, forms should be printed on NCS paper.

#### Approved forms that may be placed in the inmate's record jacket include:

- A. Parole Information Forms. These pertain to parole, job placement, parole revocation, Parole Board actions, parole certificates, parole violation warrants and results of parole revocation hearings. Forms placed in this section include:
  - 1. Parole Board Decision Sheet (parole recommended)
  - 2. Parole Board Decision Sheet (serve-out of sentence)
  - 3. Parole Board Decision Sheet (deferment of sentence)
  - 4. Revocation of Parole Hearing
  - 5. Parole Warrant
  - 6. Parole Certificate
  - 7. Receipt for return of parole violator
  - 8. Final Discharge from Parole
  - 9. Parole Summary Sheet
  - 10. Parole Plan Sheet
  - 11. Application for Compact Services
  - 12. Agreement to return
  - 13. Expedient Release Application

- 14. Victim Impact Statements
- 15. Conditional Release of Prisoner and Reservation of Jurisdiction pursuant to KRS 440.330 another state
- 16. Conditional Release of Prisoner and Reservation of Jurisdiction pursuant to KRS 440.330 Federal
- 17. Presentence Investigation Reports
- B. Program Progression Material relating to classification and programming . Forms in this section include:
  - 1. Classification interview record
  - 2. Progressive Incarceration Plan
  - 3. Progressive Incarceration Plan Update
  - 4. Progressive Incarceration Plan Review
  - 5. Psychological/Psychiatric Referral Sheet
  - 6. Program Referral Sheet
  - 7. Request to Classification Committee
  - 8. 30 Day Review Classification Action
  - 9. Appeal of Classification Committee Action
  - 10. FBI Sheet
- C. Movement information including all material relating to the individual's movement in or out of the institution. Forms contained in this category include:
  - 1. Furlough Application
  - 2. Transfer and/or Furlough Investigation
  - 3. Transfer Authorization Form
  - 4. Furlough Code of Conduct
  - 5. Notice of Furlough
  - 6. Special Notice
- D. Custody/Disciplinary Information including all material related to the inmate's custody, record of discipline and adjustment during his incarceration. Forms in this category include:
  - 1. Inmate Request for Protective Custody housing
  - 2. Request to be released from Protective Custody Status
  - 3. Incident/Disciplinary Report
  - 4. Pre-Hearing Detention Form
  - 5. Detainer Acknowledgment
  - 6. Detainer Release Form
  - 7. Notification to Circuit Judges on Court Trips
  - 8. Administrative Control Unit Progress Report
  - 9. Extraordinary Occurrence Report
- E. Miscellaneous Information including all material necessary for full and adequate documentation of the inmate's institutional progress which is not included in one of the other five categories of the inmate record jacket. Forms in this category include:
  - 1. Meritorious Educational Good time Recommendation
  - 2. Restoration of Good time Form
  - 3. Marriage Request

- 4. Request For Inspection of Records
- 5. Release of Information Consent Form
- 6. Notification Requests (Victim)
- F. Admission, time, and sentence data to include all forms related to inmate admission and discharge as well as forms related to sentence computation. Forms in this category include:
  - 1. Notice of Discharge
  - 2. Restoration of Civil Rights Form
  - 3. Notice of Status Change Form
  - 4. Documentation Custody Time Credit Form
  - 5. Resident Record Card
  - 6. Court Commitment Order
  - 7. Receipt for Custody Form
  - 8. Notice of Interruption of Sentence

# **COMMENTS/NOTES**

# **Appendix III**

**ORION Codes** 

# Appendix III - ORION Codes

In this appendix you will find all codes used for entering information in the ORION system. These codes are also found throughout the manual; however, this section is meant to be used as a quick reference.

County Codes	273
Institution ID and Transferred to codes	274
Regional Jails	275
Incoming Action Codes (Screen 01)	276
Outgoing Action Codes (Screen 01)	277
Type of Action – Screen 03	278
State Codes	282
Parole Codes	283
Parole Board Date Codes	283
Parole Board Action Codes	283
Stipulations	284
Jurisdiction	286
Physical Characteristics	287
Eye Color	287
Hair Color	287
Skin Tone	288
Race	288
Scars, Marks and Tattoos	289
Artificial Body Parts and Aids	289
Blindness	289
Deafness	280
Deformities	290
Missing Body Parts	291
Moles	292
Needle (track) marks	293
Other Physical Characteristics	293
Scars	293
Skin Discolorations (including birthmarks)	295
Tattoos	297
Family Relationships	299

# **COUNTY CODES**

001-ADAIR	032-ELLIOTT	063-LAUREL	094-OWEN
002-ALLEN	033-ESTILL	064-LAWRENCE	095-OWSLEY
003-ANDERSON	034-FAYETTE	065-LEE	096-PENDLETON
004-BALLARD	035-FLEMING	066-LESLIE	097-PERRY
005-BARREN	036-FLOYD	067-LETCHER	098-PIKE
006-BATH	037-FRANKLIN	068-LEWIS	099-POWELL
007-BELL	038-FULTON	069-LINCOLN	100-PULASKI
008-BOONE	039-GALLATIN	070-LIVINGSTON	101-ROBERTSON
009-BOURBON	040-GARRARD	071-LOGAN	102-ROCKCASTLE
010-BOYD	041-GRANT	072-LYON	103-ROWAN
011-BOYLE	042-GRAVES	073-MCCRACKEN	104-RUSSELL
012-BRACKEN	043-GRAYSON	074-MCCREARY	105-SCOTT
013-BREATHITT	044-GREEN	075-MCLEAN	106-SHELBY
014-BRECKINRIDGE	045-GREENUP	076-MADISON	107-SIMPSON
015-BULLITT	046-HANCOCK	077-MAGOFFIN	108-SPENCER
016-BUTLER	047-HARDIN	078-MARION	109-TAYLOR
017-CALDWELL	048-HARLAN	079-MARSHALL	110-TODD
018-CALLOWAY	049-HARRISON	080-MARTIN	111-TRIGG
019-CAMPBELL	050-HART	081-MASON	112-TRIMBLE
020-CARLISLE	051-HENDERSON	082-MEADE	113-UNION
021-CARROLL	052-HENRY	083-MENIFEE	114-WARREN
022-CARTER	053-HICKMAN	084-MERCER	115-WASHINGTON
023-CASEY	054-HOPKINS	085-METCALFE	116-WAYNE
024-CHRISTIAN	055-JACKSON	086-MONROE	117-WEBSTER
025-CLARK	056-JEFFERSON	087-MONTGOMERY	118-WHITLEY
026-CLAY	057-JESSAMINE	088-MORGAN	119-WOLFE
027-CLINTON	058-JOHNSON	089-MUHLENBERG	120-WOODFORD
028-CRITTENDEN	059-KENTON	090-NELSON	121-OUT-OF-STATE
029-CUMBERLAND	060-KNOTT	091-NICHOLAS	
030-DAVIESS	061-KNOX	092-OHIO	
031-EDMONSON	062-LARUE	093-OLDHAM	

#### INSTITUTION ID AND TRANSFERRED TO CODES

AC = Assessment & Classification Center
B = Blackburn Correctional Complex

BA = Blackburn Assessment

BW = Daniel Boone Career Development Center (NOW CLOSED)

CC = Community Custody – Jailed Inmates

CD = Class D

CI = Controlled Intake
CM = Contract Medium
CP = Contract Program

CS = Community Services (Community Release Centers)

DO = Dismas House - Owensboro E = Kentucky State Penitentiary

EK = Eastern Kentucky Correctional Complex

F = Frenchburg Correctional Facility (NOW CLOSED)

FC = Frankfort Career Development Center
GR = Green River Correctional Complex

H = Harlan County Forestry Camp (NOW CLOSED)

IS = International Status – Serving Kentucky sentence in their home country

JM = Jailed Inmates – Medium Custody
L = Kentucky State Reformatory

LA = Lee Adjustment Center

LC = Luther Luckett Correctional Complex

MC = Marion Adjustment Center
N = Northpoint Training Center
OC = Otter Creek Correctional Complex

OS = Out of State

P = Bell County Forestry Camp

PC = Kentucky Correctional Psychiatric Center

RC = Roederer Correctional Complex SI = Shock Incarceration (Boot Camp)

XX = Pending Controlled Intake

W = Kentucky Correctional Institution for Women

WA = Kentucky Correctional Institution for Women Assessment

WC = Western Kentucky Correctional Complex

# **REGIONAL JAILS**

JA = Boone County

JC = Lincoln County

JD = Fayette County

JE = Warren County

JF = Johnson County

JG = Montgomery County

JH = Adair County

JI = Franklin County

J = Hardin County

## TYPE OF INCOMING ACTION CODES

<b>CODE</b>	<u>STATUS</u>
A	NEW COMMITMENT
В	TRANSFER IN
C	RPV WITH WARRANT
D	RPV WITH NEW CONSECUTIVE SENTENCE
E	RPV WITH NEW CONCURRENT SENTENCE
F	RETURNED CONDITIONAL RELEASE VIOLATION
G	RETURNED SHOCK PROBATION VIOLATION (NO NEW SENTENCE)
H	RETURNED SHOCK PROBATION VIOLATION WITH NEW CONSECUTIVE SENTENCE
I	RETURNED SHOCK PROBATION VIOLATION WITH NEW CONCURRENT SENTENCE
J	RETURNED ESCAPEE (NO NEW SENTENCE)
K	RETURNED ESCAPEE WITH NEW CONSECUTIVE SENTENCE
L	RETURNED ESCAPEE WITH NEW CONCURRENT SENTENCE
M	RETURNED BY COURT ORDER
N	RETURN PAROLE ISP WITH WARRANT
O	RETURN PAROLE ISP WITH NEW CONSECUTIVE SENTENCE
P	RETURN PAROLE ISP WITH NEW CONCURRENT SENTENCE
Q	RETURN SHOCK PROBATION ISP WITH WARRANT
R	RETURN SHOCK PROBATION ISP WITH NEW CONSECUTIVE SENTENCE
S	RETURN SHOCK PROBATION ISP WITH NEW CONCURRENT SENTENCE
T	OUT-OF-STATE - CONTROLLED INTAKE
U	RETURN HOME INCARCERATION - TECHNICAL
V	RETURN HOME INCARCERATION - NEW CONS SENT
W	RETURN HOME INCARCERATION - NEW CONC SENT
X	RETURNED ACTIVE RELEASE
Y	RETURN SEX OFFENDER
Z	MEDICAL HOLD TRANSFER
2	RETURN PRE-RELEASE PROBATION

# TYPE OF OUTGOING ACTION CODES

<u>CODE</u>	<u>STATUS</u>
A	PAROLE
В	TRANSFER OUT
C	CONDITIONAL RELEASE
D	MINIMUM EXPIRATION
E	MAXIMUM EXPIRATION
F	SHOCK PROBATION
G	COURT ORDER
Н	ESCAPE
I	DEATH
J	PARDON
K	COMMUTATION OF SENTENCE
L	DEATH BY EXECUTION
M	OUT-OF-STATE
N	PAROLE TO ISP
O	SHOCK PROBATION TO ISP
P	SHOCK PROBATION FROM CONTROLLED INTAKE
Q	ADMINISTRATIVE CONDITIONAL RELEASE
R	ADMINISTRATIVE MINIMUM EXPIRATION
S	ACTIVE RELEASED
T	HOME INCARCERATION
X	MEDIUM CUSTODY JAILED INMATE DISCHARGE
Y	SEX OFFENDER CONDITIONAL DISCHARGE
Z	MEDICAL HOLD
2	PRE - RELEASE PROBATION
3	PAROLE TO EXPANDED SUPERVISION

<b>CODE</b>	DESCRIPTION
A	TOTAL TIME TO SERVE
A1	NEW TOTAL TIME TO SERVE/ADD SENTENCE
A2	NEW TOTAL TIME TO SERVE
В	DATE RECEIVED
BB	*** BLANK LINE ***
C	NORMAL MAXIMUM EXPIRATION DATE
C1	NEW MAXIMUM EXPIRATION DATE
C2	NEW NORMAL MAXIMUM EXPIRATION DATE
D	CREDIT FOR JAIL TIME
D1	TIME SERVED IN FEDERAL INSTITUTION
D2	TIME SERVED IN OUT-OF-STATE INSTITUTION
D3	CREDIT FOR TIME SERVED
E	ADJUSTED MAXIMUM EXPIRATION DATE
F	GOOD TIME ALLOWANCE
F1	GOOD TIME LOST
F2	GOOD TIME RESTORED
F3	MERITORIOUS GOOD TIME AWARD
F4	CUMULATIVE GOOD TIME LOST
F5	CUMULATIVE GOOD TIME RESTORED
F6	CUMULATIVE MERITORIOUS GOOD TIME AWARD
F7	GOVERNORS MERITORIOUS GOOD TIME AWARD
F8	CUMULATIVE GOVERNORS MERITORIOUS GOOD TIME AWARD
F9	EDUCATIONAL GOOD TIME
F0	WORK FOR TIME CREDIT

<b>CODE</b>	<u>DESCRIPTION</u>
FC	GOOD TIME ALLOWANCE – CONBINED SENTENCES
FS	GOOD TIME ALLOWANCE – SEX OFFEDNERS
FV	GOOD TIME ALLOWANCE – VIOLENT OFFENDERS
FW	CUMULATIVE WORK FOR TIME CREDIT
G	CONDITIONAL RELEASE DATE
G1	NEW CONDITIONAL RELEASE DATE
G2	CONDITIONAL RELEASED
G3	RETURNED CONDITIONAL RELEASE VIOLATOR
G4	MINIMUM EXPIRATION DATE
G5	NEW MINIMUM EXPIRATION DATE
G6	ADMINISTRATIVE RELEASE
G7	GOVERNOR'S COMPUTATION OF SENTENCE
GZ	FINAL DISCHARGE FROM CONDITIONAL RELEASE
Н	ESCAPED
H1	RETURNED FROM ESCAPE
H2	TIME ON ESCAPE
Н3	APPREHENDED
H4	RETURN ESCAPEE/NEW CONSECUTIVE SENTENCE
H5	RETURN ESCAPEE/NEW CONCURRENT SENTENCE
Н6	RETURN ESCAPEE/NO NEW SENTENCE
I	SHOCK PROBATED
I1	RETURNED SHOCK PROBATION VIOLATOR
I2	TIME ON SHOCK PROBATION
I3	SHOCK PROBATED FROM JAIL
I4	RETURN SHOCK PROBATION VIOLATOR/NEW CONSECUTIVE SENTENCE

CODE	DESCRIPTION
I5	RETURN SHOCK PROBATION VIOLATOR/NEW CONCURRENT SENTENCE
I6	CUMULATIVE TIME OUT SHOCK PROBATION
IZ	FINAL DISCHARGE FROM SHOCK PROBATION
J	PAROLED
J1	RETURNED PAROLE VIOLATOR
J2	TIME ON PAROLE
Ј3	CUMULATIVE TIME ON PAROLE
J4	CREDIT FOR PAROLE VIOLATOR TIME
J5	ADJUSTED TIME ON PAROLE
J6	RETURN PAROLE VIOLATOR/NEW CONSECUTIVE SENTENCE
Ј7	RETURN PAROLE VIOLATOR/NEW CONCURRENT SENTENCE
Ј8	RETURN PAROLE VIOLATOR WITH WARRANT
J9	HB269 – PAROLE SUPERVISION CREDIT
JZ	FINAL DISCHARGE FROM PAROLE
K	DISCHARGED BY COURT ORDER
K1	RETURNED BY COURT ORDER
K2	TIME OUT ON COURT ORDER
K3	DISCHARGE BY COURT WHILE ON PAROLE
L	WARRANT ISSUED
L2	TIME REMAINING – GOVERNOR'S COMP. OF SENTENCE
M	TIME TO SERVE
N	DATE THAT SENTENCE WAS REDUCED
0	RELEASED BY PARDON
P	NON-RESTORABLE GOOD TIME LOST
P1	MERITORIOUS GOOD TIME LOST

<b>CODE</b>	DESCRIPTION
P2	CUMULATIVE EDUCATIONAL GOOD TIME
Р3	CUMULATIVE NON-RESTORABLE GOOD TIME LOSS
Q	ACTIVE RELEASED
Q1	RETURNED FROM ACTIVE RELEASE
Q2	TIME OUT ON ACTIVE RELEASE
R	HOME INCARCERATION
R1	RETURNED FROM HOME INCARCERATION - TECHNICAL
R2	RETURNED FROM HOME INCARCERATION - NEW CONS SENTENCE
R3	RETURNED FROM HOME INCARCERATION - NEW CONC SENTENCE
R4	TIME OUT ON HOME INCARCERATION
S	SEX OFFENDER CONDITIONAL DISCHARGE
S1	RETURN SEX OFFENDER CONDITIONAL DISCHARGE
S2	REMAINING TIME TO SERVE
T	PRE-RELEASE PROBATION
T1	RETURN PRE-RELEASE PROBATION
T2	TIME OUT ON PRE-RELEASE PROBATION
XA	ADMINISTRATIVE TIME ADJUSTMENT – UP
XS	ADMINISTRATIVE TIME ADJUSTMENT - DOWN
YZ	DIED
ZZ	RESTORATION OF CIVIL RIGHTS

## **STATE CODES**

<b>CODE</b>	<u>STATE</u>	<b>CODE</b>	<b>STATE</b>
AL	ALABAMA	MO	MISSOURI
AK	ALASKA	MT	MONTANA
AZ	ARIZONA	NB	NEBRASKA
AR	ARKANSAS	NV	NEVADA
CA	CALIFORNIA	NH	NEW HAMPSHIRE
CO	COLORADO	NJ	<b>NEW JERSEY</b>
CT	CONNECTICUT	NM	NEW MEXICO
DE	DELAWARE	NY	NEW YORK
DC	DISTRICT OF COLUMBIA	NC	NORTH CAROLINA
FL	FLORIDA	ND	NORTH DAKOTA
GA	GEORGIA	OH	OHIO
HI	HAWAII	OK	OKLAHOMA
ID	IDAHO	OR	OREGON
IL	ILLINOIS	PA	PENNSYLVANIA
IN	INDIANA	RI	RHODE ISLAND
IA	IOWA	SC	SOUTH CAROLINA
KS	KANSAS	SD	SOUTH DAKOTA
KY	KENTUCKY	TN	TENNESSEE
LA	LOUISIANA	TX	TEXAS
ME	MAINE	UT	UTAH
MD	MARYLAND	VT	VERMONT
MA	MASSACHUSETTS	VA	VIRGINIA
MI	MICHIGAN	WA	WASHINGTON
MN	MINNESOTA	WV	WEST VIRGINIA
MS	MISSISSIPPI	WI	WISCONSIN
		WY	WYOMING

#### Additional Codes for **PLACE OF BIRTH**:

CN CANADA

FC (use for OTHER FOREIGN COUNTRY until codes are made available)

MX MEXIC

#### PAROLE BOARD DATE CODES

O = ORIGINAL PAROLE ELIGIBILITY DATE

N = NEW PAROLE ELIGIBILITY DATE

H = PAROLE BOARD HEARING DATE

D = DATE HEARING DEFERRED TO

W = VIOLATION WARRANT ISSUED

## PAROLE BOARD ACTION CODES

P = PAROLE RECOMMENDED

N = SERVE OUT

F = DEFERRED

R = PAROLE REINSTATED

S = PAROLE STANDS

V = PAROLE REVOKED

X = STATUTORY SEX OFFENDER

#### PAROLE BOARD ACTION STIPULATION CODES

### **STIPULATION CODE**

### **TEXT OF STIPULATION**

A_(Enter Cty Code)	MUST STAY OUT OF AND ADJACENT COUNTIES WHILE ON ACTIVE AND INACTIVE SUPERVISION
В	PAROLE OFFICER TO MONITOR EMPLOYMENT SEARCH
C	VACANT
D_ (enter app #)	MUST ATTEND TREATMENT PROGRAM SET UP BY PAROLE OFFICER FOR:
	<ol> <li>8. SUBSTANCE ABUSE</li> <li>9. SUPPORT</li> <li>10. IMPULSIVE BEHAVIOR</li> <li>11. ASSAULTIVE/VIOLENT BEHAVIOR/DOMESTIC VIOLENCE</li> <li>12. ANGER CONTROL</li> <li>13. PARENTING/FAMILY/MARRIAGE COUNSELLING</li> <li>14. OTHER (ENTIRE STIPULATION MUST BE ENTERED UNDER S)</li> </ol>
Е	TO HOLD, IF NOT EXERCISED OR IF EXERCISED AND RELEASED PRIOR TO MAXIMUM EXPIRATION OF SENTENCE, THEN TO SUITABLE PLACEMENT AND WILL REPORT TO PAROLE OFFICER
F	MUST NOT DRIVE A MOTOR VEHICLE WHILE ON PAROLE EXCEPT FOR WORK AND TREATMENT PURPOSES
G	NO ASSOCIATION, AFFILIATION OR RECRUITMENT OF GANG OR GANG MEMBERS
Н	RETURN AS A P. V. DUE TO FIRST SUBSTANCE ABUSE VIOLATION
I	NO CONTACT WITH CO-DEFENDANTS WHILE ON PAROLE
J	VACANT
K	HALFWAY HOUSE OR BACK TO BOARD
L	WORK ON GED
M	MUST PAY COURT ORDERED CHILD SUPPORT
N	CANNOT BE RELEASED UNTIL SUCCESSFUL COMPLETION OF THERAPEUTIC COMMUNITY
O	MUST SEEK MENTAL HEALTH EVALULATION AND FOLLOW ALL RECOMMENDATIONS

P	MUST NOT DRIVE A MOTOR VEHICLE WHILE ON PAROLE
Q	MUST FOLLOW THERAPEUTIC COMMUNITY AFTERCARE RECOMMENDATIONS
R	NO CONTACT WITH VICTIM(S) AND/OR VICTIM FAMILY(IES) WHILE ON PAROLE
S	SPECIAL STIPULATIONS
Т	MUST PAY COURT ORDERED RESTITUTION IN THE AMOUNT OF (UP TO \$999) TO BE COORDINATED BY PAROLE OFFICER.
U	MUST SEEK SEX OFFENDER EVALUATION AND FOLLOW ALL RECOMMENDATIONS
V	MUST COMPLETE SEX OFFENDER TREATMENT PROGRAM
V1	NO UNSUPERVISED CONTACT WITH JUVENILES UNLESS APPROVED BY PAROLE OFFICER
V2	MUST FOLLOW ALL SUPPLEMENTAL CONDITIONS FOR SEX OFFENDERS
W	WORK ON GED /LITERACY
X	MUST SEEK SUBSTANCE ABUSE EVALUATION AND FOLLOW ALL TREATMENT RECOMMENDATIONS
Y	MUST PAY \$100 AT \$10 PER MONTH TO CRIME VICTIM COMPENSATION FUND
Z	TO SPONSOR

#### PAROLE JURISDICTION - STATE CODES

<b>CODE</b>	<u>STATE</u>	CODE	<b>STATE</b>
AL	ALABAMA	MO	MISSOURI
AK	ALASKA	MT	MONTANA
AZ	ARIZONA	NB	NEBRASKA
AR	ARKANSAS	NV	NEVADA
CA	CALIFORNIA	NH	NEW HAMPSHIRE
CO	COLORADO	NJ	NEW JERSEY
CT	CONNECTICUT	NM	NEW MEXICO
DE	DELAWARE	NY	NEW YORK
DC	DISTRICT OF COLUMBIA	NC	NORTH CAROLINA
FL	FLORIDA	ND	NORTH DAKOTA
GA	GEORGIA	ОН	OHIO
HI	HAWAII	OK	OKLAHOMA
ID	IDAHO	OR	OREGON
IL	ILLINOIS	PA	PENNSYLVANIA
IN	INDIANA	RI	RHODE ISLAND
IA	IOWA	SC	SOUTH CAROLINA
KS	KANSAS	SD	SOUTH DAKOTA
KY	KENTUCKY	TN	TENNESSEE
LA	LOUISIANA	TX	TEXAS
ME	MAINE	UT	UTAH
MD	MARYLAND	VT	VERMONT
MA	MASSACHUSETTS	VA	VIRGINIA
MI	MICHIGAN	WA	WASHINGTON
MN	MINNESOTA	WV	WEST VIRGINIA
MS	MISSISSIPPI	WI	WISCONSIN
		WY	WYOMING
M	U.S. MARSHAL		
UD	U.S. DISTRICT COURT		

### PHYSICAL CHARACTERISTICS CODE TABLES

### Eye

CODE	<u>COLOR</u>
BLK	BLACK
BLU	BLUE
BRO	BROWN
GRY	GRAY
GRN	GREEN
HAZ	HAZEL
MAR	MAROON
PNK	PINK
XXX	UNKNOWN

#### Hair

<u>CODE</u>	<u>COLOR</u>
BAL	BALD
BLK	BLACK
BLN	BLONDE OR STRAWBERRY
GRY	GRAY OR PARTIALLY GRAY
BRO	BROWN
RED	RED OR AUBURN
SDY	SANDY
WHI	WHITE
XXX	UNKNOWN

#### Skin

<u>CODE</u>	<b>TONE</b>
ALB BLK DRK DBR FAR LGT MED	ALBINO BLACK DARK DARK BROWN FAIR LIGHT MEDIUM
MBR	MEDIUM BROWN
OLV	OLIVE
RUD	RUDDY
SAL	SALLOW
YEL	YELLOW

#### Race

<b>CODE</b>	RACE
Н	HISPANIC
В	BLACK
W	WHITE
X	UNKNOWN
O	ALL OTHERS
	(INCLUDES ASIAN INDIANS,
	ESKIMOS, FILIPINOS,
	HAWAIIANS,
	INDONESIANS, KOREANS,
	POLYNESIANS)
A	ASIAN AMERICAN/PACIFIC ISLANDER
N	NATIVE AMERICAN

### **SCARS, MARKS & TATTOOS TABLE**

The following list of scars, marks, tattoos, etc. is intended only to standardize entry of data in the SMT field. Care should be taken to enter spaces exactly as shown. Restricting data in this field to the following codes and accurate entry of these codes facilitates off-line searching of this field. For example: all persons having a missing left eye would have the code MISS L EYE in the SMT field.

#### Artificial (ART) Body Parts And Aids:

Item/Location	<u>Code</u>
Arm, left, artificial	ART L ARM
Arm, right, artificial	ART R ARM
Contact Lenses	CON LENSES
Denture, lower	DENT LOW
Denture, upper	DENT UP
Denture, upper and lower	DENT UP LO
Eye, left, artificial Eye, right, artificial Foot, left, artificial Foot, right, artificial	ART L EYE ART R EYE ART L FT ART R FT
Glasses (prescription)	GLASSES
Hand, left, artificial	ART L HND
Hand, right, artificial	ART R HND
Hearing Aid	HEAR AID
Leg, left, artificial	ART L LEG
Leg, right, artificial	ART R LEG

#### Blindness (BLND)

Item/Location	<u>Code</u>	
Cataract, left eye	CATA L EYE	
Cataract, right eye	CATA R EYE	

#### Blindness (BLND)

Item/Location	Code
---------------	------

Eye, left BLND L EYE Eye, right
Eye, left and right BLND R EYE **BLIND** 

#### Deafness

#### **Item/Location Code**

Deaf, left ear DEAF L EAR Deaf, right ear Deaf, left and right ears DEAF R EAR **DEAF** 

Deaf-mute **DEAF MUTE** 

#### **Deformities**

<u>Item/Location</u>	<b>Code</b>
Cataract, left eye	CATA L EYE
Cataract, right eye	CATA R EYE
Cauliflower ear, left	CAUL L EAR
Cauliflower ear, right	CAUL R EAR
Crippled arm, left	CRIP L ARM
Crippled arm, right	CRIP R ARM
Crippled finger(s), left hand* Crippled finger(s), right hand* *Includes webbed fingers	CRIP L FGR CRIP R FGR
Crippled foot, left**	CRIP L FT
Crippled foot, right** **Includes clubfoot	CRIP R FT
Crippled hand, left	CRIP L HND
Crippled hand, right	CRIP R HND
Crippled leg, left	CRIP L LEG
Crippled leg, right	CRIP R LEG

#### **Deformities**

**Item/Location** 

<u>Code</u> CROSSEYED Cross-eyed

Deaf-mute **DEAF MUTE** 

Extra finger(s), left hand EXTR L FGR Extra finger(s), right hand EXTR R FGR

Harelip **HARELIP** 

Humpbacked HUMPBACKED

Mute MUTE

(person is mute but not deaf)

Shorter left leg SHRT L LEG Shorter right leg SHRT R LEG

#### Missing (Miss) Body Parts

<u>Item/Location</u>	<u>Code</u>
Arm, left	MISS L ARM
Arm, right	MISS R ARM
Arm, lower left	MISS LL ARM
Arm, Lower right	MISS LR ARM
EAR, left	MISS L EAR
EAR, right	MISS R EAR
Eye, left	MISS L EYE
Eye, right	MISS R EYE
Finger(s), left hand	MISS L FGR
Finger(s), right hand	MISS R FGR
Finger joint(s), left hand	MISS L FJT
Finger joint(s), right hand	MISS R FJT
Foot, left	MISS L FT
Foot, right	MISS R FT
Hand, left	MISS L HND
Hand, right	MISS R HND

## Missing (Miss) Body Parts

<u>Item/Location</u>	<u>Code</u>
Leg, left	MISS L LEG
Leg, right	MISS R LEG
Leg, lower left	MISS LL LEC
Leg, lower right	MISS LR LEC
Nose	MISS NOSE
Toe(s), left foot	MISS L TOE
Toe(s) right foot	MISS R TOE

## Moles (MOLE)

Item/Location	<u>Code</u>
Arm, left Arm, right	MOLE L ARM MOLE R ARM
Cheek (face), left Cheek (face), right	MOLE L CHK MOLE R CHK
Chin	MOLE CHIN
Ear, left Ear, right	MOLE L EAR MOLE R EAR
Eyebrow, left/left eye	MOLE L EYE
area Eyebrow, right/right eye area	MOLE R EYE
Finger(s), left hand Finger(s), right hand	MOLE L FGR MOLE R FGR
Forehead	MOLE FHD
Hand, left Hand, right	MOLE L HND MOLE R HND
Lip, lower Lip, upper	MOLE L LIP MOLE U LIP
Neck	MOLE NECK
Nose	MOLE NOSE

#### Moles (MOLE)

<u>Item/Location</u> <u>Code</u>

Wrist, left MOLE L WRS
Wrist, right MOLE R WRS

#### Needle ("Track") Marks (Nm)

<u>Item/Location</u>	<u>Code</u>
Arm, left	NM L ARM
Arm, right	NM R ARM
Finger(s), left hand	NM L FGR
Finger(s), right hand	NM R FGR
Hand, left	NM L HND
Hand, right	NM R HND
Leg, left	NM L LEG
Leg, right	NM R LEG
Wrist, left	NM L WRIST
Wrist, right	NM R WRIST

#### Other Physical Characteristics

<u>Item/Location</u> <u>Code</u>

Cleft chin CLEFT CHIN

Freckles FRECKLES

#### SCARS (SC)

<u>Item/Location</u> <u>Code</u>

Abdomen SC ABDOM

# SCARS (SC)

Item/Location Ankle, left Ankle, right	Code SC L ANKL SC R ANKL
Arm, left (nonspecific) Arm, right (nonspecific) (Be more specific regarding location if possible)	SC L ARM SC R ARM
Arm, left upper Arm, right upper	SC UL ARM SC UR ARM
Back	SC BACK
Breast	SC BREAST
Buttocks	SC BUTTK
Calf, left Calf, right	SC L CALF SC R CALF
Cheek (face), left Cheek (face), right	SC L CHK SC R CHK
Chest	SC CHEST
Chin	SC CHIN
Ear, left Ear, right	SC L EAR SC R EAR
Elbow, left Elbow, right	SC L ELB SC R ELB
Eyebrow, left/left eye area Eyebrow, right/right eye area	SC L EYE SC R EYE
Face (nonspecific) (Be more specific Regarding location if possible)	SC FACE
Finger(s), left hand Finger(s), right hand	SC L FGR SC R FGR
Foot, left Foot, right	SC L FT SC R FT
Forearm, left	SC LF ARM

## SCARS (SC)

<u>Item/Location</u>	<u>Code</u>
Forearm, right	SC RF ARM
Forehead	SC FHD
Hand, left	SC L HND
Hand, right	SC R HND
Head (nonspecific) (Be more specific Regarding location if possible)	SC HEAD
Knee, left	SC L KNEE
Knee, right	SC R KNEE
Leg, left (nonspecific) Leg, right (nonspecific) (Be more specific regarding location if possible)	SC L LEG SC R LEG
Lip, lower	SC LOW LIP
Lip, upper	SC UP LIP
Neck	SC NECK
Nose	SC NOSE
Pockmarks	POCKMARKS
Shoulder, left	SC L SHLD
Shoulder, right	SC L SHLD
Thigh, left	SC L THGH
Thigh, right	SC R THGH
Wrist, left	SC L WRIST
Wrist, right	SC R WRIST

# Skin Discolorations (Including Birthmarks) (DISC)

<u>Item/Location</u>	<u>Code</u>
Abdomen	DISC ABDOM
Ankle, left	DISC L ANK

# Skin Discolorations (Including Birthmarks) (DISC)

Item/Location Ankle, right	<u>Code</u> DISC R ANK
Arm, left	DISC L ARM
Arm, right	DISC R ARM
Back	DISC BACK
Cheek (face), left	DISC L CHK
Cheek (face), right	DISC R CHK
Chin	DISC CHIN
Ear, left	DISC L EAR
Ear, right	DISC R EAR
Eyebrow, left/left eye area	DISC L EYE
Eyebrow, right/right eye area	DISC R EYE
Finger(s), left hand	DISC L FGR
Finger(s), right hand	DISC R FGR
Foot, left	DISC L FT
Foot, right	DISC R FT
Forehead	DISC FHD
Freckles	FRECKLES
Hand, left	DISC L HND
Hand, right	DISC R HND
Leg, left	DISC L LEG
Leg, right	DISC R LEG
Lip, lower	DISC L LIP
Lip, upper	DISC U LIP
Neck	DISC NECK
Nose	DISC NOSE
Wrist, left	DISC L WRS
Wrist, right	DISC R WRS

## $Tattoos\ (TAT)$

Item/Location	<u>Code</u>
Abdomen	TAT ABDOM
Ankle, left Ankle, right	TAT L ANKL TAT R ANKL
Arm, left (nonspecific) Arm, right (non specific) (Be more specific Regarding location if possible)	TAT L ARM TAT R ARM
Arm, left upper Arm, right upper	TAT UL ARM TAT UR ARM
Back	TAT BACK
Breast Buttocks	TAT BREAST TAT BUTTK
Calf, left Calf, right	TAT L CALF TAT R CALF
Cheek (face), left Cheek (face), right	TAT L CHK TAT R CHK
Chest	TAT CHEST
Chin	TAT CHIN
Ear, left Ear, right	TAT L EAR TAT R EAR
Face (nonspecific) (Be more specific Regarding location if possible)	TAT FACE
Finger(s), left hand Finger(s), right hand	TAT L FGR TAT R FGR
Forearm, left Forearm, right	TAT LF ARM TAT RF ARM
Forehead	TAT FHD
Hand, left Hand, right	TAT L HND TAT R HND
Head (nonspecific) (Be more specific Regarding location if possible)	TAT HEAD
Knee, left	TAT L KNEE

# Tattoos (TAT)

Item/Location	<u>Code</u>
Knee, right	TAT R KNEE
Leg, left (nonspecific) Leg, right (nonspecific) (Be more specific Regarding location if possible)	TAT L LEG TAT R LEG
Neck	TAT NECK
Nose	TAT NOSE
Shoulder, left	TAT L SHLD
Shoulder, right	TAT R SHLD
Thigh, left	TAT L THGH
Thigh, right	TAT R THGH
Wrist, left	TAT L WRS
Wrist, right	TAT R WRS

### **FAMILY RELATIONSHIPS**

<b>CODE</b>	RELATIONSHIP	<b>CODE</b>	<b>RELATIONSHIP</b>
1I	AUNT	1P	NEPHEW
2G	BOYFRIEND	1Q	NIECE
1F	BROTHER	2J	OTHER
2C	BROTHER-IN-LAW	1E	SISTER
1L	COMMON-LAW HUSBAND	2D	SISTER-IN-LAW
1 <b>M</b>	COMMON-LAW WIFE	1G	SON
1R	COUSIN	2E	SON-IN-LAW
1H	DAUGHTER	1 <b>Y</b>	STEPBROTHER
2F	DAUGHTER-IN-LAW	1X	STEPDAUGHTER
2K	EX-HUSBAND	1U	STEPFATHER
2L	EX-WIFE	1 <b>V</b>	STEPMOTHER
1B	FATHER	1Z	STEPSISTER
2A	FATHER-IN-LAW	1W	STEPSON
2I	FRIEND	1J	UNCLE
2H	GIRL FRIEND	9Z	UNKNOWN
1N	GRANDFATHER	1D	WIFE
10	GRANDMOTHER	1S	HALF-BROTHER
1T	HALF-SISTER	1C	HUSBAND
1K	LEGAL GUARDIAN	1A	MOTHER
2B	MOTHER-IN-LAW		

# **Appendix IV**

# **ORION Felony Offense Codes**

\*The following is a listing of felony offenses currently in effect – statutes/laws on criminal offenses have changed over the years, the ORION database system will reflect felony offenses not listed herein

# Appendix IV – ORION Felony Offense Codes

#### $\mathbf{A}$

			<u>Felony</u> Type	Felony Class
5770	530.040	ABANDONMENT OF MINOR		D
7250	311.750	ABORTION BY NON/LIC PERSON		В
7251	506.010	CRIM ATT-ABORTION BY NON/LIC PERSON		C
7252	506.030	CRIM SOL-ABORTION BY NON/LIC PERSON		C
7253	506.040	CRIM CON-ABORTION BY NON/LIC PERSON		C
7254	506.080	CRIM FAC-ABORTION BY NON/LIC PERSON		D
4055	367.650	ACT PROF FUND RAISER W/O ATT GEN APPROV		D
7600	531.360	ADVERTISE MATERAL PORTRAY SEX PERF BY MINOR	S	D
3010	218A.500(4)	ADVERTISE DRUG PARAPHERNALIA		D
6070	218A.140(1)(G)	AFFIX FALSE LABEL TO CONTROLLED SUB		D
7960	311.642	ALTER, CONCEAL REVOCATION LIVING WILL		В
7961	506.010	CRIM ATT-ALTER, CONCEAL REV LIVING WILL		C
7962	506.030	CRIM SOL-ALTER, CONCEAL REV LIVING WILL		C
7963	506.040	CRIM CON-ALTER, CONCEAL REV LIVING WILL		C
7964	506.080	CRIM FAC-ALTER, CONCEAL REV LIVING WILL		D
6880	119.235	ALTER, DEST OF STUB BOOK-CERT OF ELECT		D
6965	186A.990(3)	ALTER, DESTROY VEHICLE ID NUMBER		D
6760	119.035	ALTER, DESTRUCT REGIST RECORD		D
7720	525	ANIMAL FIGHTING		D
5270	513.020	ARSON IN THE 1ST DEGREE (COMMITTED PRIOR TO 7-15-1986)		A
5271	506.010	CRIM ATT-ARSON 1ST DEGREE		В
5272	506.030	CRIM SOL-ARSON 1ST DEGREE		В

5273	506.040	CRIM CON -ARSON 1ST DEGREE		В
5274	506.080	CRIM FAC-ARSON 1ST DEGREE		D
5280	513.030	ARSON IN THE 2ND DEGREE		В
5281	506.010	CRIM ATT-ARSON 2ND DEGREE		C
5282	506.030	CRIM SOL-ARSON 2ND DEGREE		C
5283	506.040	CRIM CON-ARSON 2ND DEGREE		C
5284	506.080	CRIM FAC-ARSON 2ND DEGREE		D
5290	513.040	ARSON IN THE 3RD DEGREE		D
8030	439.3401	ARSON 1ST DEGREE - HB76 (AFTER 7-15-1986 & PRIOR TO 7-15-1998)	V	A
0510	439.3401	ARSON 1 <sup>ST</sup> DEGREE – HB 455 (COMMITTED AFTER 7-15-1998)	V	A
5090	508.010	ASSAULT IN THE 1ST DEGREE (COMMITTED PRIOR TO 7-15-1986)	V	В
5091	506.010	CRIM ATT-ASSAULT 1ST DEGREE	V	C
5092	506.030	CRIM SOL-ASSAULT 1ST DEGREE	V	C
5093	506.040	CRIM CON-ASSAULT 1ST DEGREE	V	C
5094	506.080	CRIM FAC-ASSAULT 1ST DEGREE	V	D
5100	508.020	ASSAULT IN THE 2ND DEGREE	V	C
5110	508.040(2)(A)	ASSAULT U/EXTREME EMOTIONAL DISTURBANCE	V	D
8020	439.3401	ASSAULT 1ST DEGREE - HB76 (AFTER 7-15-1986 & PRIOR TO 7-15-1998)	V	В
0900	439.3401	ASSAULT 1 <sup>ST</sup> DEGREE - HB455 (COMMITTED ON OR AFTER 7-15-1998)	V	В
5125	508.025	ASSAULT IN THE 3 <sup>RD</sup> DEGREE	V	D
2760	508.032	ASSAULT 4 <sup>TH</sup> DEGREE – FAMILY MAMBER	V	D
0760	525.200	ASSAULT OF SERVICE ANIMAL		D
0770	508.025	ASSAULT ON SPORTS OFFICIAL	V	D
9055	216.302	ASSIST PERSON TO COMMIT SUICIDE		D
6050	218A.140(1)(C)	ASSUME FALSE TITLE TO OBTAIN CONTROLLED SUBSTANCES		D
6890	138.990(4)	ATTEMPT TO AVOID CIGARETTE TAX		D
5515	520.015	ATTEMPTING TO ESCAPE FROM PENITENTIARY		D

В

5530 520.070 BAIL JUMPING IN THE 1ST DEGREE

D

5750	530.010	BIGAMY		D
6620	351.990	BLASTING WITH REVOKED LICENSE		D
6570	440.270	BONDSMAN DETAINING PERSON W/O WARRANT		D
7965	237.99912	BOOBY TRAP TO PROTECT CONT SUBSTANCE		C
5620	524.070	BRIBE RECEIVING BY A JUROR		D
5590	524.030	BRIBE RECEIVING BY WITNESS		D
5549	521.020	BRIBERY OF PUBLIC SERVANT		C
5550	521.020	BRIBERY OF PUBLIC SERVANT		D
5610	524.060	BRIBING A JUROR		D
5580	524.020	BRIBING A WITNESS		D
6140	434.330	BROKER DISPOSING CUST SECUR W/O CONSENT		D
4040	311.99029	BROKERING SALE OF HUMAN ORGANS		C
3090	56.990	BUILT TO SUIT LEASE VIOLATIONS		D
0205	439.3401	BURGLARY I – SB26 (COMMITTED ON OR AFTER 7-15-2002)	V	В
0206	506.010	CRIM ATTEMPT – BURGLARY I – SB 26	V	C
0207	506.030	CRIM SOL – BURGLARY I – SB26	V	C
0208	506.040	CRIM CONSP – BURGLARY 1 – SB26	V	C
0209	506.080	CRIM FACIL – BURGLARY I – SB26	V	D
5230	511.020	BURGLARY IN THE 1ST DEGREE (COMMITTED PRIOR TO 7-15-2002)		В
5231	506.010	CRIM ATT-BURGLARY 1ST DEGREE		C
5232	506.030	CRIM SOL-BURGLARY 1ST DEGREE		C
5233	506.040	CRIM CON-BURGLARY 1ST DEGREE		C
5234	506.080	CRIM FAC-BURGLARY 1ST DEGREE		D
5240	511.030	BURGLARY IN THE 2ND DEGREE		C
5250	511.040	BURGLARY IN THE 3RD DEGREE		D
6610	045A.990(7)	BUSINESS ATTEMPT TO PAY STATE EMPLOYEE FOR BUSINESS		C
		C		

5680	527.020	CARRYING CONCEALED WEAPON (WITH PRIOR OFFENSE FOR SAME)	D
7070	230.080(3)	CHANGE HORSE NAME, CLASS, MISREPRESENT PERFORMANCE	D

6710	118.30504	CITY CLERK PUTTING NON-NOMATED CANDIDATE ON BALLOT	D
6670	091.99001	CITY TREASURER MISAPPROPRIATE MONEY	D
6780	119.076	CLERK'S FAILURE TO PLACE CANDIDATES NAME ON BALLOT	D
6730	119.015	CLERK MAKING, PERMIT WRONGFUL REGISTRATION	D
3085	56.800	COLLUSION AMONG LEASE PROPOSERS	D
6560	045.A325	COLLUSION TO RESTRAIN BIDS	D
7700	434	COMPUTER CRIME	C
9030	205	CONCLUDE MAKE FLASE STATEMENTS COVERUP MED FRAUD	D
6590	045.A340	CONFLICT OF INTEREST BY STATE EMPLOYEE	C
5710	528.040	CONSPIRACY TO PROMOTE GAMBLING	D
6660	070.440	CONSTABLE OR DEPUTY MAKING FALSE ENTRIES IN BOOKS	D
7350	364.110	CONVERSION OF BRANDED TIMBER	D
6360	006.320	CORRUPT LOBBYING	D
6900	138.99005	COUNTERFEIT CIGARETTE TAX EVIDENCE	C
7630	503.100	CRIMINAL ABUSE 1ST DEGREE	C
7640	508.100	CRIMINAL ABUSE 2ND DEGREE	D
0710	506	CRIMINAL GANG RECRUITMENT $2^{\rm ND}$ OR SUBSEQUENT OFF- HB455	D
5260	512.020	CRIMINAL MISCHIEF IN THE 1ST DEGREE	D
5420	516.050	CRIMINAL POSS OF A FORGED INST-1ST DEGREE	C
5430	516.060	CRIMINAL POSS OF A FORGED INST-2ND DEGREE	D
0880	217	CRIMINAL POSS OF A FORGED PRESCRIPTION $2^{\mathrm{ND}}$ OR SUBS OFF	D
0930	218A	CRIMINAL POSS OF A FORGED PRESCRIPTION $2^{ND}$ OR SUBS OFF	C
0840	217	CRIMINAL POSS OF A PRESCRIPTION BLANK $2^{\mathrm{ND}}$ OR SUBS OFFENSE	D
0970	218A	CRIMINAL POSS OF A PRESCRIPTION BLANK $2^{\mathrm{ND}}$ OR SUBSEQUENT	C
0940	218A	CRIMINAL POSS OF A FORGED PRESCRIPTION $1^{\rm ST}$ OFFENSE	D
0980	218A	CRIMINAL POSS OF A PRESCRIPTION BLANK $1^{\rm ST}$ OFFENSE	D
7500	506.120	CRIMINAL SYNDICATE	В
7501	506.010	CRIM ATT-CRIMINAL SYNDICATE	C
7502	506.030	CRIM SOL-CRIMINAL SYNDICATE	C
7503	506.040	CRIM CON-CRIMINAL SYNDICATE	C
7504	506.080	CRIM FAC-CRIMINAL SYNDICATE	D

2770	525.125	CRUELTY TO ANIMALS 1 <sup>st</sup> DEGREE	D
2950	218A.1423	CULT MARIJ 5 OR MORE PLANTS (FIRST OFF)	D
2945	218A.1423	CULT MARJ 5 OR >PLANTS (SECOND SUB OFF)	C
3060	218A.1423	CULTIVATE MARIJUANA < 5 PLANTS (SECOND SUB OFF)	D
3055	218A.1423	CULTIVATE MARIJUANA 5 PLANTS OR MORE	D
5150	509.070	CUSTODIAL INTERFERENCE	D

D

7340	364.100	DEFACING BRAND		D
7760	517.060	DEFRAUDING SECURED CREDITOR		D
3005	218.A500(3)	DELIVER, MANUFACTURE DRUG PARAPHERNALIA		D
7800	525.110	DESECRATION OF VENERATED OBJECT - 1ST DEGREE		D
0360	171.	DESTRUCTION - REMOVAL OF MITIATY HERITAGE SITE $2^{\text{ND}}$ OFFENSE	•	D
0360	171.	DESTRUCTION - REMOVAL OF MITIATY HERITAGE OBJ. $2^{\mathrm{ND}}$ OFFENSE	Ξ	D
0720	508	DISARMING A PEACE OFFICER - HB455	D	
6270	218A	DISPENSE, PRESCR, DIST, CONT SUB-GEN LAW	D	
7580	531.340	DISTRIBUTION OF MATTER PORTRAY SEX PERF BY MINOR	S	D
5780	531.030	DISTRIBUTION OF OBSCENE MATTER TO MINORS	S	D
8045	189A.010	DRIVING UNDER INFLUENCE - 4TH OFFENSE		D
0750	189A.010	DUI III OFFENCE .18 ALCOHOL- HB455 (COMMITTED PRIOR TO 10/1/00	)	D

E

5660	526.020	EAVESDROPPING	D
6870	119.195(4)	ELECTION OFFICER DEFACING BALLOT	C
6810	119.115(3)	ELECT OFFICER TAMPERING VOTING MACHINE	D
6300	006.260	EMPLOY NON-REGISTERED LOBBYIST	D
7850	506.120	ENGAGING IN ORGANIZED CRIME	В
7851	506.010	CRIM ATT-ENGAGING IN ORGANIZED CRIME	C
7852	506.030	CRIM SOL-ENGAGING IN ORGANIZED CRIME	C

7853	506.040	CRIM CON-ENGAGING IN ORGANIZED CRIME	C
7854	506.080	CRIM FAC-ENGAGING IN ORGANIZED CRIME	D
7925	186A.275	ENTERING FALSE INFORMATION TO PRODUCE AUTO TITLE	D
7060	230.070	ENTERING HORSE UNDER ASSUMED NAME	D
5490	520.020	ESCAPE IN THE 1ST DEGREE	C
5500	520.030	ESCAPE IN THE 2ND DEGREE	D
2010	434.450	EVASION INSP OF VESS CARRY TOBACCO, FLO	
5225	209.9902	EXPLOITATION OF ADULTS-SERIOUS INJURY	C
0800		EXPLOITATION OF ADULT	C
0810		EXPLOITATION OF ADULT	D

F

6650	064.050(1)	FAILURE COUNTY CLERK TO MAKE RPT/PAY MONEY	D
4065	367.650	FAILURE FOR FUND RAISER PROVIDE INFO TO PUBLIC	D
9035	138	FAILURE TO FIX TAX STAMP ON CONT SUBSTANCE	C
6340	006.300	FAILURE OF LOBBYIST TO REPORT EXPENSES	D
8065	514.070	FAILURE TO MAKE REQUIRED DISPOSION OF PROPERTY $>$ \$300	D
6530	031.A99002	FAILURE OF COMMISSIONER TO MAKE REPORT	D
6330	006.290	FAILURE OF LOBBYIST TO REGISTER	D
4060	367.650	FAILURE PROF FUND RAISER KEEP RECORDS	D
1170	432.36101	FAILURE TO APPEAR ON BAIL BOND	
7400	367.80902	FAILURE TO INCLUDE REG# IN ADVERT	D
6920	138.99007	FAILURE TO PAY GAS TAX TO STATE	D
7080	234.430	FAILURE TO PAY TAX ON FUELS	D
9125	367.936	FAIL TO REFUND PRE-NEED FUNERAL FUND ACCOUNT	C
6310	006.270	FAILURE TO REGISTER LOBBYIST	D
2780	17.510	FAILURE TO REGISTER WITH PROBATION & PAROLE	D
7320	359.030	FAILURE WHSE MAN TO KEEP REGISTER	D
7280	313.040	FALSE APPLICATION FOR DENTIST LICENSE	D
7450	402.99006	FALSE APPLICATION FOR MARRIAGE	D

6190	434.630(1)	FALSE MAKING OR EMB OF CREDIT CARD	D
6830	119.16501	FALSE PERSONATION OF VOTER	D
7040	217A.990	FALSE REPORT-RABBIT, POULTRY PROCESSING	В
7190	276.250	FALSE RPT OF FREE TRANSP BY COMMON CARR	D
6160	434.570	FALSE STATE AS TO ID OR FINANCIAL COND	D
6040	218A.140	FALSE STATEMENT FOR PRES,ORDER,RPT,REC	D
7240	311.590	FALSE STATEMENTS TO MEDICAL BOARD	D
4050	367	FALSE, UNFAIR STATEMENTS BY LOAN BROKER	C
4070	367.650	FALSE,UNFR,DECEP ACT B/CHARIT FUND RAIS	D
0640	434	FILING ILLEGAL LIEN 1 <sup>ST</sup> OFFENSE- HB455	D
0650	434	FILING ILLEGAL LIEN 2 <sup>ND</sup> OFFENSE- HB455	C
0660	434	FILING ILLEGAL LIEN $3^{\rm RD}$ & SUBSEQUENT OFFENSE- HB455	В
0661	434	CRIM ATT- FILING ILLEGAL LIEN 3RD & SUBS OFF - HB455	C
0662	434	CRIM SOL- FILING ILLEGAL LIEN 3RD & SUBS OFF - HB455	C
0663	434	CRIM CON- FILING ILLEGAL LIEN 3 <sup>RD</sup> & SUBS OFF - HB455	C
0664	434	CRIM FAC- FILING ILLEGAL LIEN $3^{\rm RD}$ & SUBSOFF - HB455	D
0780		FINANCIAL EXPLOITATION OF ADULTS	C
5840	530.050	FLAGRANT NONSUPPORT	D
0730	520	FLEEING OR EVADING POLICE IN THE $1^{\rm ST}$ DEGREE - HB455	D
9050	216.302	FORCE OR CAUSE PERSON COMMIT SUICIDE	C
8085	154A.990(2)	FORGE, ALTER, COUNTF STATE LOTTERY TICKET	C
5400	516.020	FORGERY IN THE 1ST DEGREE	C
5410	516.030	FORGERY IN THE 2ND DEGREE	D
6770	119.065	FORGERY NOMINATION PAPERS	C
0870	217	FORGERY OF A PRESCRIPTION 1ST OFFENSE	D
0920	218A	FORGERY OF A PRESCRIPTION IST OFFENSE	D
0860	217	FORGERY OF A PRESCRIPTION 2ND OFFENSE	C
0910	218A	FORGERY OF A PRESCRIPTION $2^{\rm ND}$ OR SUBSEQUENT	C
6680	116.047	FORGERY, ALTERING REGISTRATION FORM	D
6210	434.660	FRAUD BY AUTHORIZED PERSONS, BUSINESS, FINANCIAL INSTS	D
7900	434.655(2)	FRAUD USE OF CRED CARD AFTER RPT LOST	D

6200	434.650(1)(a)	FRAUDULENT USE OF CREDIT CARD		D
6090	432.110	FRAUDULENTLY ALTER ENROLLED BILL		D
		G		
1150	432.35001	GIVING, OFFERING BRIBE		
		Н		
5540	520.120	HINDERING PROSEC OR APPREH-1ST DEGREE		D
		I		
		1		
7310	359.020	ILLEGAL ISSUE OF WAREHOUSE RECEIPT		D
9005	154.A1603	ILLEGAL PAY TO LOTTERY EMP/OFFICIAL		D
0390	311A.	ILLEGALLY OPERATE SCHOOL FOR EMT – 2 <sup>ND</sup> OFFENSE		D
0740	511A. 519	IMPERSONATING PEACE OFFICER- HB455		D D
7020	217A.130	IMPROPER STGE, HNDLG RABBIT-POULTRY PRODT		D D
6320	006.280	IMPROPER INFO ON LOBBYIST DOCKET		D D
7010	217A.110	IMPROPER RECORDS, POULTRY RABBIT PROC		D D
0370	434.	IMPROPERLY OBTAIN FINANCIAL INFORMATION		D
5760	530.020	INCEST	S	C
8090	154A.990(2)	INFLUE/ATT INFLUENCE WIN LOTTERY PRIZE	5	В
8091	506.010	CRIM ATT-INF/ATT INFL WIN LOTTERY PRIZE		C
8092	506.030	CRIM SOL-INF/ATT INFL WIN LOTTERY PRIZE		C
8093	506.040	CRIM CON-INF/ATT INFL WIN LOTTERY PRIZE		C
8094	506.080	CRIM FAC-INF/ATT INFL WIN LOTTERY PRIZE		D
6130	434.320(1)	INSOLVENT BROKER		D
5670	526.030	INSTALLING EAVESDROP DEVICE		D
0630	525	INSTITUTIONAL VANDALISM - HB455		D
4025	304.994	INSURANCE ACT VIOLATIONS		D
1023	301.774	I SOLULION (IODITION)		D

6820	119.15501	INTERFERING WITH ELECTION	D
5830	524.120	INTIMIDATING A JUDICIAL OFFICER	D
5630	524.080	INTIMIDATING A JUROR	D
5600	524.040	INTIMIDATING A WITNESS	D
3070	218A.1405	INVEST INCOME FROM TRAF CONT SUBSTANCE	D
7180	251.240	ISSUING DUP GRAIN WHSE RECEIPT	D
		Ţ	

J

9999	532.110(5)	JAIL SENTENCE (USED FOR MISDEMEANOR CONVICTIONS)	D
0470	524.090	JURY TAMPERING	D

K

5138	509.040	KIDNAPPING (COMMITTED PRIOR TO 7-15-1986 – DEATH INVOLVED)	V	X
5139	509.040	KIDNAPPING (COMMITTED PRIOR TO 7-15-1986 – SER PHY INJURY)	V	A
5140	509.040	KIDNAPPING (COMMITTED PRIOR TO 7-15-1986)	V	В
5141	506.010	CRIM ATT-KIDNAPPING	V	C
5142	506.030	CRIM SOL-KIDNAPPING	V	C
5143	506.040	CRIM CON-KIDNAPPING	V	C
5144	506.080	CRIM FAC-KIDNAPPING	V	D
8038	439.3401	KIDNAPPING - HB7 (COMM ON OR AFTER 7-15-1986 – SER PHY INJ)	V	A
8039	439.3401	KIDNAPPING - HB7 (COMM ON OR AFTER 7-15-1986 – DEATH OF VIC)	V	X
8040	439.3401	KIDNAPPING - HB7 (COMM ON OR AFTER 7-15-1986)	V	В
8023	439.3401	KIDNAPPING - HB76 (COMM ON OR AFTER 7-15-1986 – SER PHY INJ)	V	A
8024	439.3401	KIDNAPPING - HB76 (COMM ON OR AFTER 7-15-1986 – DEATH OF VIC)	V	X
8025	439.3401	KIDNAPPING - HB76 (COMM ON OR AFTER 7-15-1986)	V	В
0520	439.3401	KIDNAPPING - HB455 (C0MMITTED ON OR AFTER 7-15-1998)	V	В
0530	439.3401	KIDNAPPING - HB455 (COMM ON OR AFTER 7-15-1998 – DEATH - VIC)	V	X
0540	439.3401	KIDNAPPING - HB455 (COMM ON OR AFTER 7-15-1998 – SER PHY INJ)	V	A

0340	238.995(4)	KNOWINGLY DIVERT CHAR. GAMING FUND FROM LEG PURPOSE	D
		L	
6520	006.80001	LEGIS ACCEPT APPT IN STATE W/O RESIGN	D
6460	006.78001	LEGIS ACCEPTING MONEY AS INFLUENCE	D
6500	006.79503	LEGIS APPEAR EXP WIT FOR COMPENSATION	D
6490	006.79501	LEGIS ATTEMPTING TO INFLU STATE AGENCY	D
6420	006.77505	LEGIS DISCLOSING CONFIDENTIAL INFO	D
6480	006.78501	LEGIS LOBBYING FOR COMPENSATION	D
6440	006.77507	LEGIS MAKING SALE OF >\$25-OWNS >5%	D
6630	061.096	LEGIS RECEIVE ILLEGAL COMPENSATION	D
6410	006.77504	LEGIS RECEIVE PROFIT FROM USE PUB FUN	D
6450	006.77508	LEGIS REPRESENT BUS FOR CONTRACT WORK	D
6470	006.78002	LEGIS TAKING OR SOLICIT BRIBE	D
6430	006.77506	LEGIS TRAN BUS IN WHICH HE OWNS >5%	D
6380	006.77501	LEGIS USE OF INFLUENCE	D
6390	006.77502	LEGIS USING POSITION FOR FINANCIAL GAIN	D
6400	006.77503	LEGIS USING POSITION GAIN PRIVILEGES	D
6370	006.76002	LEGIS VOTING ON BILL-CONFLICT OF INT	D
6150	434.340	LIABILITY OF EMPLOYEE OF BROKER	D
6350	006.310	LOBBYING ON FLOOR LEG WHILE IN SESSION	D
8095	154A.080(2)	LOTTERY EMPLOYEE CONFLICT OF INTEREST	D
9000	154A.420(1)	LOTTERY TRUST FUND VIOLATION	D
		M	
6540	040.99002	MAKE FALSE STATEMENT TO REC VET BONUS	D
4030	304.995	MAKE FALSE STATEMENT/INS COMMISSIONER	D

MAKE FALSE STMT TO PREV REDUCT/BENEFIT

MAKE ILLEGAL COPIES OF PERFORMANCE

7120 341.990

6860 434.44502

D

D

434.44501	MAKE ILLEGAL COPIES TO RECORDING		D
141.99013	MAKING FALSE TAX RETURN		D
119.02502	MAKING FRAUD REGIS-NON 1ST CLASS CITY		D
119.02501	MAKING FRAUD REGIS-1ST CLASS CITY		D
507.030	MANSLAUGHTER IN THE 1ST DEGREE (COMM PRIOR TO 7-15-1986)	V	В
506.010	CRIM ATT-MANSLAUGHTER 1ST DEGREE	V	C
506.030	CRIM SOL-MANSLAUGHTER 1ST DEGREE	V	C
506.040	CRIM CON-MANSLAUGHTER 1ST DEGREE	V	C
506.080	CRIM FAC-MANSLAUGHTER 1ST DEGREE	V	D
507.040	MANSLAUGHTER IN THE 2ND DEGREE	V	C
439.3401	MANSLAUGHTER 1ST DEGREE - HB76 (7-15-1986 & PRIOR TO 7-15-1998	V	В
439.3401	MANSLAUGHTER 1 <sup>ST</sup> DEGREE – HB455 (ON OR AFTER 7-15-1998)	V	В
218A	MANUFACTURING METHAMPHETAMINE $1^{ST}$ OFFENSE		В
218A	CRIM ATT- MANU METHAMPHETAMINE 1 $^{\rm ST}$ OFF - HB455		C
218A	CRIM SOL- MANU METHAMPHETAMINE 1 $^{\rm ST}$ OFF - HB455		C
218A	CRIM CON- MANU METHAMPHETAMINE $1^{\rm ST}$ OFF - HB455		C
218A	CRIM FAC- MANU METHAMPHETAMINE 1 $^{\rm ST}$ OFF - HB455		D
218A	MANUFACTURING METHAMPHETAMINE $2^{\rm ND}$ OFFENSE - HB455		A
218A	CRIM ATT- MANU METHAMPHETAMINE $2^{ND}$ OFF - HB455		В
218A	CRIM SOL- MANU METHAMPHETAMINE $2^{\rm ND}$ OFF - HB455		В
218A	CRIM CON- MANU METHAMPHETAMINE- $2^{\rm ND}$ OFF - HB455		В
218A	CRIM FAC- MANU METHAMPHETAMINE $2^{\mathrm{ND}}$ OFF - HB455		D
218A	MANUFACTURE, SALE, POSS < 80Z MARIJ-2ND OFFENSE		D
218A.990	MANUFACTURE, SALE, POSSES HASHISH		D
218A	MANUFACTURE, SALE, TRANSFER SIMULATED CONT SUB		D
237	MANUFACTURE, SELL, DEL ARMOR PIERCING AMMO		D
218A	MANUFACTURE, SALE, POSSESSION OF >8 OZ <5 LB MARIJ		D
218A	MANUFACTURE, SALE, POSS W/INTENT SELL >5 LB MARI		C
218A	MANUFACTURE OF MARIJUANA		D
402.010	MARRIAGE OF RELATIVES		D
402.990	MARRIAGE UNDER FALSE PRETENSES		D
	141.99013 119.02502 119.02501 507.030 506.010 506.030 506.040 506.080 507.040 439.3401 218A 218A 218A 218A 218A 218A 218A 218	141.99013 MAKING FALSE TAX RETURN  119.02502 MAKING FRAUD REGIS-NON IST CLASS CITY  119.02501 MAKING FRAUD REGIS-IST CLASS CITY  507.030 MANSLAUGHTER IN THE IST DEGREE (COMM PRIOR TO 7-15-1986)  506.010 CRIM ATT-MANSLAUGHTER IST DEGREE  506.030 CRIM SOL-MANSLAUGHTER IST DEGREE  506.040 CRIM CON-MANSLAUGHTER IST DEGREE  507.040 MANSLAUGHTER IST DEGREE  439.3401 MANSLAUGHTER IST DEGREE  439.3401 MANSLAUGHTER IST DEGREE  439.3401 MANSLAUGHTER IST DEGREE - HB76 (7-15-1986 & PRIOR TO 7-15-1998)  218A MANUFACTURING METHAMPHETAMINE 1 ST OFF - HB455  218A CRIM ATT- MANU METHAMPHETAMINE 1 OFF - HB455  218A CRIM CON- MANU METHAMPHETAMINE 1 OFF - HB455  218A CRIM FAC- MANU METHAMPHETAMINE 1 OFF - HB455  218A CRIM ATT- MANU METHAMPHETAMINE 2 OFF - HB455  218A CRIM ATT- MANU METHAMPHETAMINE 2 OFF - HB455  218A CRIM ATT- MANU METHAMPHETAMINE 2 OFF - HB455  218A CRIM ATT- MANU METHAMPHETAMINE 2 OFF - HB455  218A CRIM ATT- MANU METHAMPHETAMINE 2 OFF - HB455  218A CRIM ATT- MANU METHAMPHETAMINE 2 OFF - HB455  218A CRIM ATT- MANU METHAMPHETAMINE 2 OFF - HB455  218A CRIM ATT- MANU METHAMPHETAMINE 2 OFF - HB455  218A CRIM ATT- MANU METHAMPHETAMINE 2 OFF - HB455  218A CRIM ATT- MANU METHAMPHETAMINE 2 OFF - HB455  218A CRIM ATT- MANU METHAMPHETAMINE 2 OFF - HB455  218A CRIM FAC- MANU METHAMPHETAMINE 2 OFF - HB455  218A CRIM FAC- MANU METHAMPHETAMINE 2 OFF - HB455  218A CRIM FAC- MANU METHAMPHETAMINE 2 OFF - HB455  218A CRIM FAC- MANU METHAMPHETAMINE 2 OFF - HB455  218A CRIM FAC- MANU METHAMPHETAMINE 2 OFF - HB455  218A CRIM FAC- MANU METHAMPHETAMINE 2 OFF - HB455  218A MANUFACTURE, SALE, POSSES HASHISH  218A MANUFACTURE, SALE, POSSES HASHISH  218A MANUFACTURE, SALE, POSSESSION OF > 8 OZ < 5 LB MARII  218A MANUFACTURE, SALE, POSSESSION OF > 8 OZ < 5 LB MARII  218A MANUFACTURE OF MARIIUANA  402.010 MARRIAGE OF RELATIVES	111,09013   MAKING FALSE TAX RETURN   119,02502   MAKING FRAUD REGIS-NON IST CLASS CITY   119,02501   MAKING FRAUD REGIS-IST CLASS CITY   507,030   MANSLAUGHTER IN THE IST DEGREE (COMM PRIOR TO 7-15-1986)   V   506,010   CRIM ATT-MANSLAUGHTER IST DEGREE   V   506,030   CRIM SOL-MANSLAUGHTER IST DEGREE   V   506,040   CRIM CON-MANSLAUGHTER IST DEGREE   V   507,040   MANSLAUGHTER IST DEGREE   V   507,040   MANSLAUGHTER IST DEGREE   V   439,3401   MANSLAUGHTER IST DEGREE   V   439,3401   MANSLAUGHTER IST DEGREE   HB455 (ON OR AFTER 7-15-1998)   V   218A   MANUFACTURING METHAMPHETAMINE IST OFFENSE   218A   CRIM ATT- MANU METHAMPHETAMINE IST OFF - HB455   218A   CRIM CON- MANU METHAMPHETAMINE IST OFF - HB455   218A   CRIM CON- MANU METHAMPHETAMINE IST OFF - HB455   218A   CRIM ATT- MANU METHAMPHETAMINE IST OFF - HB455   218A   CRIM ATT- MANU METHAMPHETAMINE IST OFF - HB455   218A   CRIM ATT- MANU METHAMPHETAMINE IST OFF - HB455   218A   CRIM ATT- MANU METHAMPHETAMINE IST OFF - HB455   218A   CRIM ATT- MANU METHAMPHETAMINE IST OFF - HB455   218A   CRIM ATT- MANU METHAMPHETAMINE IST OFF - HB455   218A   CRIM ATT- MANU METHAMPHETAMINE IST OFF - HB455   218A   CRIM ATT- MANU METHAMPHETAMINE IST OFF - HB455   218A   CRIM ATT- MANU METHAMPHETAMINE IST OFF - HB455   218A   CRIM ATT- MANU METHAMPHETAMINE IST OFF - HB455   218A   CRIM ATT- MANU METHAMPHETAMINE IST OFF - HB455   218A   CRIM ATT- MANU METHAMPHETAMINE IST OFF - HB455   218A   CRIM ATT- MANU METHAMPHETAMINE IST OFF - HB455   218A   CRIM ATT- MANU METHAMPHETAMINE IST OFF - HB455   218A   CRIM ATT- MANU METHAMPHETAMINE IST OFF - HB455   218A   CRIM ATT- MANU METHAMPHETAMINE IST OFF - HB455   218A   MANUFACTURE, SALE, POSSES HASHISH   218A   MANUFACTURE, SALE, POSSES HASHISH   218A   MANUFACTURE, SALE, POSSESION OF >8 OZ <5 LB MARI   218A   MANUFACTURE, SALE, POSSESION OF >8 OZ <5 LB MARI   218A   MANUFACTURE, SALE, POSSESION OF >8 OZ <5 LB MARI   218A   MANUFACTURE OF MARIJUANA   402.010   MARRIAGE OF RELATIVES   402.010   MARRIAGE OF RELATIVES   402.010   MARRI

7430	376.050(2)	MISAPPR PROCEEDS FROM MORTGAGE LOAN		D
7410	367.811	MISREPRESENT INFO REGARDING SALE		C
0385	311A.	MISREPRESENT SELF AS EMT – $2^{ND}$ OFFENSE		D
5560	522.040	MISUSE OF CONFIDENTIAL INFORMATION		D
5049	507.020	MURDER (COMMITTED PRIOR TO 7-15-1986)	V	X
5051	506.010	CRIM ATT-MURDER	V	В
5052	506.030	CRIM SOL-MURDER	V	В
5053	506.040	CRIM CON-MURDER	V	В
5054	506.080	CRIM FAC-MURDER	V	D
8035	439.3401	MURDER - HB7 (COMMITTED AFTER 7-15-1986 & PRIOR TO 7-15-1998)	V	X
8000	439.3401	MURDER - HB76 (COMMITTED AFTER 7-15-1986 & PRIOR TO 7-15-1998)	) V	X
1000	439.3401	MURDER – HB455 (COMMITTED ON OR AFTER 7-15-1998)	V	X
		N		
7380	367.478	NON REGIS OF LAND SELLER	O	C
7390	367.805	NON REGIS PERSON SELL BUS OPPORTUNITY	O	D
		O		
8080	514.120	OBSCURE IDENTITY OF MACHINE > \$300		D
7740	514.120	OBSCURING IDENTITY OF MACHINE		D
7045	218A.99010	OBTAIN CONTROLLED SUBSTANCE B/FRAUD, FALSE STATE, FORG		D
0460	218A.140	OBTTAIN CONTROLLED SUBSTANCE b/FRAUD, FALSE ST, FORG $2^{\rm ND}$		C
1810	434.095	OBTAIN REAL ESTATE BY SUBSTITUTING OR MAKING FALSE INST		D
9020	205	OBTAIN MEDICAL BENEFITS FALSELY		D
6120	434.095	OBTAIN REAL ESTATE LOAN BY FALSE INST		D
6550	040.990(3)	OBTAIN VETERANS BONUS BY FRAUD		D
7370	367.476	OFFER PROD FOR SALE W/O BOND		C
7750	186	OPERATE MOTOR VEHICLE WITH REVOKED OR SUSP LIC		D
0395	311A.	OPERATE AMBULANCE SERVICE ON SUSPENDED LICENSE – $2^{ND}$ OFF.		D

9100	517	OPERATE SHAM OR FRONT COMPANY	D
4015	183	OPERATING AIRCRAFT UNDER THE INFLUENCE	D
0445	189A.090(2)(B)	OPERATING MOTOR VEHICLE WITH SUSP LIC – DUI $2^{\mathrm{ND}}$ OFF	D
0450	189A.090(2)(C)	OPERATING MOROT VEHICLE WITH SUSP LIC – 3 <sup>RD</sup> OFF	D
0455	189A.090(2)(C)	OPERATING MOTOR VEHICLE WITH SUSP LIC – DUI – $3^{\rm RD}$	D
9160	224.40	OPERATING AN OPEN DUMP	D

P

4000	56.990	PAY, OFFER BRIBE ST EMPL F/STATE LEASE	D
7270	311.780	PERFORM ABORTION AFTER VIABILITY	D
7260	311.76002	PERFORM ABORTION AT UNAUTH FACILITY	D
5570	523.020	PERJURY IN THE 1ST DEGREE	D
2630	436.370	PERMIT PREMISES TO BE USED FOR LOTTERY	
5850	532.080(3)	PERSISTENT FELONY OFFENDER 1ST DEGREE	
5860	532.080(2)	PERSISTENT FELONY OFFENDER-2ND DEGREE	
5959	218A	PERSON >18 SELL MARIJ PERSON <18	D
5985	218A	PERSON >18 SELL MARIJ PERSON <18	C
5975	218A	PLANT, CULTV, HARV MARIJUANA FOR SELLING	D
0405	250.991(2)	POSSESSION OF ANHYDROUS AMMONIA $-$ INTEN MANU $ 1^{\rm ST}$	В
0406		CRIM ATT – POSS ANHY AMM – INTEN MANU – $1^{ST}$	C
0407		CRIM SOL - POSS ANHY AMM – INTEN MANU – $1^{ST}$	C
0408		CRIM CONS – POSS ANHY AMM – INTENT MANU $1^{\rm ST}$	C
0409		CRIM FAC – POSS ANHY AMM – INTENT MANU $1^{\rm ST}$	C
0410	250.991(2)	POSSESSION OF ANHYDROUS AMMONIA – INTEN MANU – $2^{\rm ND}$ $>$	A
0411		CRIM ATT – POSS ANHY AMM – INTEN MANU – $2^{ND}$ >	В
0412		CRIM SOL - POSS ANHY AMM – INTEN MANU – $2^{ND}$ >	В
0413		CRIM CONS – POSS ANHY AMM – INTENT MANU $2^{\rm ND}$ >	В
0414		CRIM FAC – POSS ANHY AMM – INTENT MANU $2^{\rm ND}$ >	В
0325	218A.1417	POSSESSION OF CONTROLLED SUBSTANCE III (2ND & SUB OFF)	D

5720	528.050	POSSESSION OF GAMBLING RECORD IN THE 1ST DEGREE	Ι	D
4075	531.310	POSSESSION OF MATTER PORTRAY SEX PERFORM B/MINOR	S I	D
6985	186A.9903	POSSESSION OF BLANK TITLE, REG DOCUMENTS	Ι	D
2975	218A.1415	POSSESSION OF CONTROLLED SUBSTANCE I (SECOND SUB OFF)	(	С
2070	434.63002	POSSESSION OF TWO OR MORE FALSE CREDIT CARDS	Ι	D
6025	218A.990318	POSSESSION, MFG, SELL, DIST ANABOLIC STEROIDS	Ι	D
6080	218A.14005	POSSESSION, SELL, ETC OF COUNTERFEIT SUB	Ι	D
7100	237.040	POSSESSION OF DESTRUCTIVE DEVICE OR BOOBY TRAP	Ι	D
7169	244.170	POSSESSION OF EQUIP TO ILLEGAL MANUF ALCH BEV (3 $^{\rm RD}$ OFFENSE)	(	С
7170	244.170	POSSESSION OF EQUIP TO ILLEGAL MANUF ALCH BEV (2 $^{\rm ND}$ OFFENSE)	Ι	D
2800	218A.992	POSSESSION OF FIREARM AT TIME OF DRUG OFFENSE	Ι	D
9085	527.040	POSSESSION OF FIREARM BY CONVICTED FELON (HANDGUN)	(	С
9086	527.040	POSSESSION OF FIREARM BY CONVICTED FELON (RIFLE/SHOTGUN)	Ι	D
9080	244.125	POSSESSION OF LOADED FIREARM WHERE ALCOHOL IS SERVED	Ι	D
0400	250.991(1)	POSSESSION ANHYDROUS AMMONIA – UNAUTHORIZED CONT	Ι	D
9065	527.100	POSSESSION HANDGUN BY MINOR	Ι	D
1390	433.12002	POSSESSION OF BURGLARY TOOLS		
2985	218A.1415	POSSESSION OF CONTROLLED SUBSTANCE I (FIRST OFF)	Ι	D
3030	218A.1415	POSSESSION OF CONTROLLED SUBSTANCE I	Ι	D
3035	218A.1416	POSSESSION OF CONTROLLED SUBSTANCE II - NON NARCOTIC	Ι	D
6265	218A	POSSESSION OF CONTROL SUBSTANCE-GEN LAW	Ι	D
3000	218A.5002	POSSESSION OF DRUG PARAPHERNALIA	Ι	D
5440	516.090	POSSESSION OF FORGERY DEVICE	Ι	D
7940	218A.990	POSSESSION OF LSD OR PCP	Ι	D
6975	186A.9903	POSSESSION OF MANUF VIN PLATE	Ι	D
5445	514.150	POSSESSION OF STOLEN MAIL MATTER	Ι	D
7230	311.560	PRACTICE MEDICINE W/O LICENSE	Ι	D
6790	119.095	PRINTERS VIOLATION OF PRINTING BALLOT	(	С
6990	217A.100	PROCESS POULTRY, RABBIT FOR HUMAN FOOD	Ι	D
6030	218A.140	PROCURE ADMINISTRATION OF CONTROLLED SUB BY FRAUD	Ι	D
7005	186.99011	PROCURE DEALER PLATE TO AVOID TAXES	Ι	D

4095	529.090(4)	PROCURE PERSON/PROSTITUTION B/HIV PERS	S	D
7589	531.350	PROMOTE SALE OF MATTER PORTRAY SEX PERF MINOR	S	C
7590	531.350	PROMOTE SALE OF MATTER PORTRAY SEX PERF MINOR	S	D
7550	531.320(2)(a)	PROMOTE MINOR UNDER 18 IN SEX PERFORM	S	C
5740	529.040	PROMOTE PROSTITUTION - 2ND DEGREE	S	D
5725	529.030	PROMOTE PROSTITUTION – 1ST DEGREE (PHYSICIAL INJURY)	S	A
5726	506.010	CRIM ATT-PROMOTE PROSTITUTION 1ST DEG	S	В
5727	506.030	CRIM SOL-PROMOTE PROSTITUTION 1ST DEG	S	В
5728	506.030	CRIM SOL-PROMOTE PROSTITUTION 1ST DEG	S	В
5729	506.040	CRIM CON-PROMOTE PROSTITUTION 1ST DEG	S	В
5735	529.030	PROMOTE PROSTITUTION - 1ST DEGREE (LESS THAN 18 YEARS OLD)	S	C
5730	529.030	PROMOTE PROSTITUTION - 1ST DEGREE (LESS THAN 16 YEARS OLD)	S	В
5731	506.010	CRIM ATT-PROMOTE PROSTITUTION 1ST DEG	S	C
5732	506.030	CRIM SOL-PROMOTE PROSTITUTION 1ST DEG	S	C
5733	506.040	CRIM CON-PROMOTE PROSTITUTION 1ST DEG	S	C
5734	506.080	CRIM FAC-PROMOTE PROSTITUTION 1ST DEG	S	D
5520	520.050	PROMOTING CONTRABAND IN THE 1ST DEGREE		D
5700	528.020	PROMOTING GAMBLING IN THE 1ST DEGREE		D
2620	436.360	PROMOTING LOTTERIES, GIFT ENTERPRISES		
7570	531.320(2)(C)	PROMOTING MINOR IN SEXUAL PERFORMANCE - PHYS INJURY	S	A
7571	506.010	CRIM ATT-PROMOTE MINOR SEX PER-PHYS INJ	S	В
7572	506.030	CRIM SOL-PROMOTE MINOR SEX PER-PHYS INJ	S	В
7573	506.040	CRIM CON-PROMOTE MINOR SEX PER-PHYS INJ	S	В
7574	506.080	CRIM FAC-PROMOTE MINOR SEX PER-PHYS INJ	S	В
7560	531.320(2)(B)	PROMOTING MINOR UNDER 16 IN SEX PERFORMANCE	S	В
7561	506.010	CRIM ATT-PROMOTE MINOR UNDER 16/SEX PER	S	C
7562	506.030	CRIM SOL-PROMOTE MINOR UNDER 16/SEX PER	S	C
7563	506.040	CRIM CON-PROMOTE MINOR UNDER 16/SEX PER	S	C
7564	506.080	CRIM FAC-PROMOTE MINOR UNDER 16/SEX PER	S	D
5800	531.060	PROMOTING SALE OF OBSCENITY	S	D
4090	529.0903	PROSTITUTION BY HIV POSITIVE PERSON	S	D

9025	205	PROVIDE FALSE STMTS CERTIFY MED FAC	О	C
9095	521	PROVIDE PECUNIARY BENEFIT/BRIBE PUB SER	P	C
9096	506.010	CRIM ATT-PROV PECUN BENE/BRIBE PUB SERV	P	D
9097	506.030	CRIM SOL-PROV PECUN BENE/BRIBE PUB SERV	P	D
9098	506.040	CRIM CON-PROV PECUN BENE/BRIBE PUB SERV	P	D
9099	506.080	CRIM FAC-PROV PECUN BENE/BRIBE PUB SERV	P	D

R

5155	510.040	RAPE IN THE 1ST DEGREE (COMMITTED PRIOR TO 7-15-1986)	S	В
5156	506.010	CRIM ATT-RAPE 1ST DEGREE	S	C
5157	506.030	CRIM SOL-RAPE 1ST DEGREE	S	C
5158	506.040	CRIM CON-RAPE 1ST DEGREE	S	C
5160	510.040	RAPE IN THE 1ST DEGREE (COMM PRIOR TO 7-15-1986, SER PHY INJ)	S	A
5161	506.010	CRIM ATT-RAPE 1ST DEGREE	S	В
5162	506.030	CRIM SOL-RAPE 1ST DEGREE	S	В
5163	506.040	CRIM CON-RAPE 1ST DEGREE	S	В
5164	506.080	CRIM FAC-RAPE 1ST DEGREE	S	D
5170	510.050	RAPE IN THE 2ND DEGREE	S	C
5180	510.060	RAPE IN THE 3RD DEGREE	S	D
8010	439.3401	RAPE 1ST DEGREE - HB76 (7-15-1986 & PRIOR TO 7-15-1998, S/P/I)	S	A
8011	439.3401	RAPE 1ST DEGREE - HB76 (COMM 7-15-1986 & PRIOR TO 7-15-1998)	S	В
0580	439.3401	RAPE 1 <sup>ST</sup> DEGREE – HB455 (COMMITTED AFTER 7-15-1998)	S	В
0590	439.3401	RAPE 1 <sup>ST</sup> DEGREE – HB455 (COMM AFTER 7-15-1998, SER PHY INJURY)	) S	A
5460	517.100	RECEIVE DEPOSITS IN FAIL FINANCIAL INST		D
6240	434.69001	RECEIVE GOODS, ETC BY FRAUD		D
7090	205.850	RECEIVE RENUM FOR FURNISH MED ASSIST BENE		D
9015	205	RECEIVE, SELL, OFF REN FOR FURN MED ASST BEN		D
6180	434.620	RECEIPT OF CARD IN VIO 434570,434610		D
6640	061.190	RECEIVE PROFIT ON PUBLIC FUNDS		D
5480	518.050	RECEIVING SPORTS BRIBE		D

0305	514.110(3B)	RECEIVING STOLEN PROPERTY – ANHY AMMONIA		D
0310	514.110(3B)	RECEIVING STOLEN PROP – ANHY AMM – INT MANU $1^{\rm ST}$ OFFENSE		В
0311		CRIM ATT – RSP – ANHY AMM – INT MANU – $1^{ST}$ OFFENSE		C
0312		CRIM SOL – RSP- ANHY AMM – INT MANU – $1^{ST}$ OFFENSE		C
0313		CRIM CON – RSP – ANHY AMM – INT MANU – $1^{ST}$ OFFENSE		C
0314		CRIM FAC – RSP – ANYY AMM – INT MANU – $1^{ST}$ OFFENSE		C
0315	514.110(3B)	RECEIVING STOLEN PROP – ANHY AMM – INT MANU $2^{\rm ND}$ OFFENSE		A
0316		CRIM ATT – RSP – ANHY AMM – INT MANU – $2^{\rm ND}$ OFFENSE		В
0317		CRIM SOL – RSP- ANHY AMM – INT MANU – $2^{ND}$ OFFENSE		В
0318		CRIM CON – RSP – ANHY AMM – INT MANU – $2^{\rm ND}$ OFFENSE		В
0319		CRIM FAC – RSP – ANYY AMM – INT MANU – $2^{\rm ND}$ OFFENSE		В
0300	514.110(3A)	RECEIVING STOLEN PROPERTY – FIREARM		D
9040	514.110	RECEIVING STOLEN PROPERTY >\$300		D
4085	367.470	RECREATION LAND MAINT FEE ACT VIOLATION		C
6110	433.760	REMOVE OR DAMAGE BOUNDARY MARKER		D
6850	119.19501	REMOVING OR TAMPERING WITH BALLOTS		D
7185	524.055	RETALIATING AGAINST WITNESS		D
5650	525.020	RIOT IN THE 1ST DEGREE		D
0200	439.3401	ROBBERY I – SB26 (COMMITTED ON OR AFTER 7-15-2002)	V	В
0201	506.010	CRIM ATTEMPT- ROBBERY I – SB26	V	C
0202	506.030	CRIM SOL - ROBBERY I – SB26	V	C
0203	506.040	CRIM CONSP -ROBBERY I – SB26	V	C
0204	506.080	CRIM FACIL - ROBBERY I – SB26	V	C
5380	515.020	ROBBERY IN THE 1ST DEGREE (COMMITTED PRIOR TO 7-15-2002)		В
5381	506.010	CRIM ATT-ROBBERY 1ST DEGREE		C
5382	506.030	CRIM SOL-ROBBERY 1ST DEGREE		C
5383	506.040	CRIM CON-ROBBERY 1ST DEGREE		C
5384	506.080	CRIM FAC-ROBBERY 1ST DEGREE		D
5390	515.030	ROBBERY IN THE 2ND DEGREE		C

3065		SALE CONTROLLED SUBSTANCE TO MINOR		C
3066	506.010	CRIM ATT-SALE CONT SUB TO MINOR		C
3067	506.030	CRIM SOL-SALE CONT SUB TO MINOR		C
3068	506.040	CRIM CON-SALE CONT SUB TO MINOR		C
3069	506.080	CRIM FAC-SALE CONT SUB TO MINOR		D
4035	311.99027	SALE OF HUMAN ORGANS		D
6035	217.9933	SALE OF VOLATILE SUB FOR INHALATION		D
2040	434.600	SALE OR PURCHASE OF CREDIT CARD		
6170	434.600	SALE OR PURCHASE OF CREDIT CARD		D
7245	186A.9903	SALE OR RECEIVE VEHICLE WITH ALTER VIN		D
6250	436.026	SALE OR TRANSFER OF ABORTED CHILD		В
6251	506.010	CRIM ATT-SALE OR TRANS ABORTED CHILD		C
6252	506.030	CRIM SOL-SALE OR TRANS ABORTED CHILD		C
6253	506.040	CRIM CON-SALE OR TRANS ABORTED CHILD		C
6254	506.080	CRIM FAC-SALE OR TRANS ABORTED CHILD		D
4010	434.4454	SALE, DISTRIBUTE BOOTLEG VIDEO TAPES		D
4005	434.4453	SALE, RENTAL OF BOOTLEG RECORDS		D
6700	118.21504	SECRETARY OF STATE FAILING TO CERTIFY CANDIDATE		D
6910	138.99006	SELL/USE COUNT CIGARETTE TAX EVIDENCE		C
6940	138.175	SELLING CONTRABAND CIGARETTES		D
2700	218A.350	SELLING SIMULATED CONT SUB (2 <sup>nd</sup> OR SUBSEQUENT OFFENSE)		D
5220	510.110	SEXUAL ABUSE IN THE 1ST DEGREE	S	D
6085	218A.350	SIMULATING CONTROLLED SUBSTANCE		D
7000	217A.090	SLAUGHTER POULTRY, RABBIT FOR HUMAN FOOD		D
5185	510.070	SODOMY IN THE 1ST DEGREE (PRIOR TO 7-15-1986, SER PHY INJURY)	S	A
5186	506.010	CRIM ATT-SODOMY 1ST DEGREE	S	В
5187	506.030	CRIM SOL-SODOMY 1ST DEGREE	S	В
5188	506.040	CRIM CON-SODOMY 1ST DEGREE	S	В
5190	510.070	SODOMY IN THE 1ST DEGREE (COMM PRIOR TO 7-15-1986)	S	В

5191	506.010	CRIM ATT-SODOMY 1ST DEGREE	S	C
5192	506.030	CRIM SOL-SODOMY 1ST DEGREE	S	C
5193	506.040	CRIM CON-SODOMY 1ST DEGREE	S	C
5194	506.080	CRIM FAC-SODOMY 1ST DEGREE	S	D
5200	510.080	SODOMY IN THE 2ND DEGREE	S	C
5210	510.090	SODOMY IN THE 3RD DEGREE	S	D
8014	439.3401	SODOMY 1ST DEGREE - HB76 (7-15-1986 & PRIOR TO 7-15-1998, S/P/I)	S	A
8015	439.3401	SODOMY 1ST DEGREE - HB76 (7-15-1986 & PRIOR TO 7-15-1986)	S	В
0560	439.3401	SODOMY $1^{ST}$ DEGREE – HB455 (COMM ON OR AFTER 7-15-1998)	S	В
0570	439.3401	SODOMY 1 $^{\rm ST}$ DEGREE - HB455 (COMM ON OR AFTER 7-15-1998, S/P/I)	S	A
5470	518.040	SPORTS BRIBERY		D
4020	508	STALKING I		D
3095	56.990	STATE EMPLOYEE TAKE/REC BRIBE F/STATE LEASE		D
6600	045.A99004	STATE EMPLOYEE REC REWARD FOR PROCURE BUS		C
6960	186.99006	STEALING MOTOR VEHICLE REG PLATE		D

T

1160	432.35002	TAKING BRIBE	
0420		TAMPERING W/ ANHY AMM EQUIP – INT MANU 1 <sup>ST</sup>	В
0421		CRIM ATT – TAMPER W/ ANHY AMM EQUIP – INT MANU $\mathbf{I}^{\text{ST}}$	C
0422		CRIM SOL - TAMPER W/ ANHY AMM EQUIP – INT MANU $1^{\rm ST}$	C
0423		CRIM CON - TAMPER W/ ANHY AMM EQUIP – INT MANU $\mathbf{I}^{\text{ST}}$	C
0424		CRIM FAC - TAMPER W/ ANHY AMM EQUIP – INT MANU $1^{\rm ST}$	C
0425		TAMPERING W/ ANHY AMM EQUIP – INT MANU $2^{\mathrm{ND}}$	A
0426		CRIM ATT – TAMPER W/ ANHY AMM EQUIP – INT MANU $2^{\rm ND}$	В
0427		CRIM SOL - TAMPER W/ ANHY AMM EQUIP – INT MANU $2^{\rm ND}$	В
0428		CRIM CON - TAMPER W/ ANHY AMM EQUIP – INT MANU $2^{\rm ND}$	В
0429		CRIM FAC - TAMPER W/ ANHY AMM EQUIP – INT MANU $2^{\rm ND}$	В
0790	230.990	TAMPERING OR INTERFERING W/ RACE HORSE	C
0415	250.991(3)	TAMPERING W/ ANHY AMMON EQUIP	D

7325	186A.9902	TAMPERING WITH AUTO VIN REG SYSTEM	D
4045	17	TAMPERING WITH BLOOD SAMPLE	D
5640	524.100	TAMPERING WITH PHYSICAL EVIDENCE	D
3075	519.060	TAMPERING WITH PUBLIC RECORDS	D
6800	119.11502	TAMPERING, DESTRUCT OF VOTING MACHINE	D
0465	524.050	TAMPERING WITH WITNESS	D
0430	513.030(2B)	THEFT BY UNLAWFUL TAKING – ANHYDROUS AMMONIA	D
0435	513.030(2B)	THEFT BY UNLAWFUL TAKING – ANY AMMONIA – INTENT MANU $\mathbf{I}^{\text{ST}}$	В
0436		CRIM ATT - TBUT – ANY AMMONIA – INTENT MANU $1^{\text{ST}}$	C
0437		CRIM SOL - TBUT – ANY AMMONIA – INTENT MANU $1^{\rm ST}$	C
0438		CRIM CON - TBUT – ANY AMMONIA – INTENT MANU $1^{\text{ST}}$	C
0439		CRIM FAC - TBUT – ANY AMMONIA – INTENT MANU $1^{\text{ST}}$	C
0440	513.030(2B)	THEFT BY UNLAWFUL TAKING – ANY AMMONIA – INTENT MANU $2^{\rm ND}$	A
0441		CRIM ATT - TBUT – ANY AMMONIA – INTENT MANU $2^{\rm ND}$	В
0442		CRIM SOL - TBUT – ANY AMMONIA – INTENT MANU $2^{\rm ND}$	В
0443		CRIM CON - TBUT – ANY AMMONIA – INTENT MANU $2^{\rm ND}$	В
0444		CRIM FAC - TBUT – ANY AMMONIA – INTENT MANU $2^{\mathrm{ND}}$	В
8055	514.050	THEFT BY DECEPTION > \$ 300	D
8070	514.080	THEFT BY EXTORTION > \$300	D
8050	514.030	THEFT BY UNLAWFUL TAKING > \$300	D
8065	514.070	THEFT FAIL MAKE REQ DISP/PROP >\$100	D
0895	218A	THEFT OF A CONTROLLED SUBSTANCE $<\$300$ AND $1^{\rm ST}$ OFFENSE	D
0890	218A	THEFT OF A CONTROLLED SUBSTANCE > \$300 OR $2^{ND}$ OR SUBS	C
9045	514.110	THEFT OF FIREARM	D
9115	514.160	THEFT OF INDENTITY	D
8075	514.090	THEFT OF LABOR > \$ 300	D
8025	217	THEFT OF LEGEND DRUG $<$ \$300 OR 1 <sup>ST</sup> OFFENSE	D
0820	217	THEFT OF LEGEND DRUG > \$300 OR SUBSEQUENT	C
5335	514.140	THEFT OF MAIL MATTER	D
0960	218A	THEFT OF PRESCRIPTION BLANK 1 <sup>ST</sup> OFFENSE	D
0950	218A	THEFT OF PRESCRIPTION BLANK $2^{\mathrm{ND}}$ OR SUBSEQUENT OFFENSE	C

0830	217	THEFT OF PRESCRIPTION BLANK $2^{\mathrm{ND}}$ OR SUBSEQUENT OFFENSE	D
9010	514.050	THEFT OF PROPERTY > \$ 300	D
8060	514.060	THEFT OF SERVICES > \$ 300	D
0810	514.060	THEFT OF TELECOMMUNICATIONS SERVICES	D
5105	508.025	THROW URINE/FECES CORRECTIONAL EMPLOYEE	D
0375	434.	TRAFFICKING IN FINANCIAL INFORMATION	D
0700	218A	TRAFFICKING IN METHAMPHETAMINE 1 $^{\mathrm{ST}}$ OFFENSE- HB455	C
0690	218A	TRAFFICKING IN METHAMPHETAMINE $2^{\text{ND}}$ & SUBS. OFF - HB455	В
0691	218A	CRIM ATT- TRAF.IN METHAMPHETAMINE $2^{\rm ND}$ & SUBS OFF HB455	C
0692	218A	CRIM SOL- TRAF.IN METHAMPHETAMINE $2^{\rm ND}$ & SUBS OFF HB455	C
0693	218A	CRIM CON- TRAF IN METHAMPHETAMINE $2^{ND}$ & SUBS OFF HB455	C
0694	218A	CRIM FAC- TRAF.IN METHAMPHETAMINE2 $^{\!$	D
0995	218A	TRAFFICKING IN PRESCRIPTION BLANKS $1^{ST}$ OFFENSE	D
0850	217	TRAFFICKING IN PRESCRIPTION BLANKS $2^{\mathrm{ND}}$ OR SUBS OFFENSE	D
0990	218A	TRAFFICKING IN PRESCRIPTION BLANKS $2^{\mathrm{ND}}$ OR SUBSEQUENT	C
7950	194.9992	TRAFFICKING, ALTER, FORGE COUNTERFEIT FOOD STAMP	D
2965	218A.1421	TRAFFICKING IN MARIJUANA 80Z-5LBS (SECOND SUB OFF)	C
7055	218A.1411	TRAFFICKING IN CONTROL SUBSTANCE NEAR SCHOOL	D
0210	514.170	TRAFFICING IN STOLEN IDENTITIES	C
3080	218A	TRAFFICKING CONTROLLED SUBSTANCE TO PREGNANT WOMAN	C
3083	506.040	CRIM CON-TRAF CONT SUB PREG WOMAN	C
3015	218A.1412	TRAFFICKING I	C
3018	218A1402	CRIM CON-TRAFFICKING I	C
2990	218A.1412	TRAFFICKING I (FIRST OFFENSE)	C
2993	218A.1402	CRIM CON-TRAFFICKING I (FIRST OFF)	C
3011	218A.1412	TRAFFICKING I (SECOND SUBSEQUENT OFF)	В
3014	506.040	CRIM CON-TRAFFICKING I (SECOND SUB OFF)	C
3020	218A.1413	TRAFFICKING II	D
3023	506.040	CRIM CON-TRAFFICKING II	D
2980	218A.1413	TRAFFICKING II (FIRST OFFENSE)	D
2983	506.040	CRIM CON-TRAFFICKING II (FIRST OFF)	D

2995	218A.1413	TRAFFICKING II (SECOND SUBSEQUENT OFF)	C
2998	506.040	CRIM CON-TRAFFICKING II (SEC SUB OFF)	D
3025	218A.1414	218A.1414 TRAFFICKING III	
3028	506.040	CRIM CON-TRAFFICKING III	D
7930	186.A325	TRAFFICKING IN STOLEN VEHICLES OR PARTS	D
2960	218A.1421	TRAFFICKING IN MARIJUANA > 5LBS (FIRST OFF)	C
2963	506.040	CRIM CON-TRAFF MARIJ >5LBS (FIRST OFF)	D
2955	218A.1421	TRAFFICKING IN MARIJUANA >5LBS(SECOND SUB OFF)	В
2956	506.010	CRIM ATT-TRAFF MARIJ >5LBS(SEC SUB OFF)	C
2958	506.040	CRIM CON-TRAFF MARIJ >5LBS(SEC SUB OFF)	C
3045	218A.1421	TRAFFICKING IN MARIJUANA 8 OZ - 5 LBS	D
3048	506.040	CRIM CON-TRAFFIC MARIJ 8 OZ - 5 LBS	D
2970	218A.1421	TRAFFICKING IN MARIJUANA 80Z-5LBS (FIRST OFF)	D
2973	506.040	CRIM CON-TRAF MARIJ 80Z-5LBS (FIR OFF)	D
3040	218A.1412	TRAFFICKING IN MARIJUANA < 8 OZ ( $2^{\rm nd}$ OR SUBSEQUENT OFFENSE)	D
3043	506.040	CRIM CON-TRAFFIC MARIJ < 8 OZ	D
3050	218A.1421	TRAFFICKING IN MARIJUANA > 5 LBS	C
3053	506.040	CRIM CON-TRAFFICKING MARIJ > 5 LBS	C
5940	218A	TRANS SCH I CONT SUB-NONNARC (EX MAR)	D
5950	218A	TRANS SCH II CONT SUB-NONNARC (EX MAR)	D
5960	218A	TRANS SCH III CONT SUB-NONNARC (EX MAR)	D
7970	350.05355B	TRANS, USE COAL REMOVED W/O PERMIT	D
6580	045.A335	TRUSTEE HAVE INT IN CONT W/ST UNIV	D
		U	
2110	42.4.60005		
2110	434.68001	UNAUTH PROD OF CREDIT CARD	_
6230	434.680	UNAUTH PROD OF CREDIT CARD	D
7810	164.990	UNAUTHORIZED ARCHAEOLOGICAL ACTIVITY	D
6980	211.182	UNAUTHORIZED TREATMENT OF CANCER	D

UNAUTHORIZED USE OF MOTOR VEHICLE

7905 514.1002

D

6020	218.A14003	UNLAWFUL DISPENSE, PRES, ADMAN CONT SUB		D
0485	219A. UNLAWFUL DIST METHAMPHETAMINE – PRECURSOR $1^{\mathrm{ST}}$ OFFENSE			D
0490	219A. UNLAWFUL DIST METHAMPHETAMINE – PRECURSOR 2 <sup>ND</sup> OFFENSE			C
7510	242.990 UNLAWFUL SELL, TRAN, POSS ALCOHOL BEV DRY CO			D
7620	243.990	UNLAWFUL SELL, TRAN, POSS, MANUF ALCOHOL BEV		D
5130	509.020	UNLAWFUL IMPRISONMENT 1ST DEGREE		D
0475	218A.	UNLAWFUL POSS. METHAMPHETAMINE – PRECURSOR $1^{\text{ST}}$ OFFENSE		D
0480	218A.	UNLAWFUL POSS. METHAMPHETAMINE – PRECURSOR $2^{\rm ND}$ OFFENSE		C
9060	527	UNLAWFUL POSS OF WEAPON SCHOOL PROPERTY		D
7330	364.05002	UNLAWFUL SELLING UNBRANDED TIMBER		D
7765	530.064(2)(C)	UNLAWFUL TRANS W/MINOR 1ST DEGREE (INCURES PHY INJURY)	S	A
7766	506.010	CRIM ATT-UNLAWFUL TRANS W/MINOR 1ST DEG	S	В
7767	506.030	CRIM SOL-UNLAWFUL TRANS W/MINOR 1ST DEG	S	В
7768	506.040	CRIM CON-UNLAWFUL TRANS W/MINOR 1ST DEG	S	В
7770	530.064(2)(B)	UNLAWFUL TRANS W/MINOR 1ST DEGREE (LESS THAN 16 YRS OLD)	S	В
7771	506.010	CRIM ATT-UNLAWFUL TRANS W/MINOR-1ST DEG	S	C
7772	506.030	CRIM SOL-UNLAWFUL TRANS W/MINOR-1ST DEG	S	C
7773	506.040	CRIM CON-UNLAWFUL TRANS W/MINOR-1ST DEG	S	C
7774	506.080	CRIM FAC-UNLAWFUL TRANS W/MINOR 1ST DEG	S	D
7805	530.064(2)(A)	UNLAWFUL TRANS W/MINOR 1ST DEGREE (LESS THAN 18 YRS OLD)	S	C
7775	530.065	UNLAWFUL TRANS W/MINOR-2ND DEGREE		D
1240	432.450	UNLAWFULLY ARRESTING PRISONER FROM AUTH		
9070	527	UNLAWFULLY PROVIDE HANDGUN TO MINOR		D
6840	119.16502	UNQUALIFIED VOTING OTHER THAN FALSE PERSONATION		D
5820	202.A990	UNWARRANTED HOSP OF MENTALLY ILL		D
6970	203.995	UNWARRANTED HOSP OF MENTALLY ILL		D
7540	531.310(2)(C)	USE OF MINOR IN SEX PERFORMANCE – PHYSICAL INJURY	S	A
7541	506.010	CRIM ATT-USE MINOR IN SEX PERF-PHYS INJ	S	В
7542	506.030	CRIM SOL-USE MINOR IN SEX PERF-PHYS INJ	S	В
7543	506.040	CRIM CON-USE MINOR IN SEX PERF-PHYS INJ	S	В
7544	506.080	CRIM FAC-USE MINOR IN SEX PERF-PHYS INJ	S	D

7530	531.310(2)(B) USE OF MINOR UNDER 16 IN A SEX PERFORMANCE		S	В
7531	506.010	CRIM ATT-USE MINOR UNDER 16/SEX PERFORM	S	C
7532	506.030 CRIM SOL-USE MINOR UNDER 16/SEX PERFORM		S	C
7533	506.040	CRIM CON-USE MINOR UNDER 16/SEX PERFORM	S	C
7534	506.080	CRIM FAC-USE MINOR UNDER 16/SEX PERFORM	S	D
7520	531.310(2)(A)	USE OF MINOR UNDER 18 IN A SEX PERFORMANCE	S	C
7609	531.370	USE OF MINOR /DIST MAT POR SEX PERF B/MINOR	S	D
7610	531.370	USE OF MINOR /DIST MAT POR SEX PERF B/MINOR (2ND OFFENSE)	S	C
5790	531.040	USING MINORS TO DIST OBSCENE MATTER	S	D
9089	527.080	USING RESTRICTED AMMO COMMIT FELONY		C
9090	527.080	USING RESTRICTED AMMO COMMIT FELONY		D
9105	527.080	USING RESTRICTED AMMO COMMIT FELONY		A
9106	506.010	CRIM ATT-USE RESTRICTED AMMO COMMIT FEL		В
9107	506.030	CRIM SOL-USE RESTRICTED AMMO COMMIT FEL		В
9108	506.040	CRIM CON-USE RESTRICTED AMMO COMMIT FEL		В
9109	527.080	USING RESTRICTED AMMO COMMIT FELONY		В
9110	506.010	CRIM ATT-USE RESTRICTED AMMO COMMIT FEL		C
9111	506.030	CRIM SOL-USE RESTRICTED AMMO COMMIT FEL		C
9112	506.040	CRIM CON-USE RESTRICTED AMMO COMMIT FEL		C
5450	516.120	USING SLUGS IN THE 1ST DEGREE		D
6060	218.A14004D	UTTER FALSE OR FORGED PRES		D
		V		
0380	531.	VIDEO VOYEURISM		D
6690	117.99502	VIOLATE ELECTION LAW		D
7155	525.115	VIOLATING A GRAVE		D

VIOLATING CONFID OF TAX RETURN

VIOLATION OF PRE-NEED PAYMENT TRUST FUND

7110 131.190

9120 367.934

D

 $\mathbf{C}$ 

#### W

5120	508.060	WANTON ENDANGERMENT IN THE 1ST DEGREE	D
7130	194.505	WELFARE FRAUD	D
7125	194.505	WELFARE FRAUD OVER \$10,000	C
1700	433.770(1)	WILLFULLY REMOVE, DAMAGE BOUNDARY MARKER	D
7915	149.380(2)	WILLFULLY ALLOW FIRE ESC FM/OWN LAND/ANOTHER	D
7910	149.380(1)	WILLFULLY SET FIRE ON LAND NOT OWN BY SELF	D
7920	149.380(3)	WILLEULLY SET THROW SET DEVICE TO SET FIRE	D

# **Appendix V**

Forms

#### DETAINER ACKNOWLEDGEMENT/RELEASE

Name:
Inmate #:
DOB:
SSN:
Case #:
Charges:
Current Parole Eligibility Date:
Current Minimum Expiration Date*:
*Subject to change based on good time loss or credits
Dear Clerk,
<ul> <li>☐ We are lodging your Warrant of Arrest detainer/hold against the above captioned.*</li> <li>☐ We have received your ORDER FOR APPEARANCE which we are using as a hold. If you wish to file a detainer, please forward appropriate documents.*</li> <li>☐ Other:</li> </ul>
*If your detainer/hold is active when the inmate becomes eligible for release you will be notified so you
may make arrangements to assume custody.
·
We are releasing your detainer/hold since:
Case(s) dismissed by the Court.
Case(s) passed on to the Circuit Court, case number(s)
Charge(s) reduced to misdemeanor charge(s).
Subject was sentenced on case(s). Subject received an additional sentence to case(s).
Our records indicate subject was released on own recognizance (ROR). If you wish to be notified upon subject's release from our custody, please forward your request in writing to this office.  Other:
☐ Other.
Sincerely,
Offender Information Specialist
xc: Central Office Inmate File
Institutional Inmate File
Inmate

# Example - Pending Charge Inquiry Form letter

Date:	December 13, 2004
To:	
Dear S	Sir or Madam:
	e be advised that the following person is presently in departmental custody serving a felony sentence on the tment numbers listed below.
	Name: Inmate No: DOB: SS No:
jurisdi	We are requesting your agency supply the following information regarding charges issued through you iction:
	s charge still in effect? Yes? No? f not, what was the disposition?
?? V ir ?? A	Will you extradite? Yes? No? Will a detainer be placed against him/her? Yes? No? Please send a copy of holder (warrant, court docket, indictment, etc.) If one is placed against him/her with this form.  Are you aware of any other felony charges or detainers against this inmate?  Yes? No?
If you inforn	wish to lodge a detainer, please advise this office immediately and forward the supporting documentation. If no nation is received within six months, the charge shall no longer be considered active and your agency will <u>not</u> be for notification purposes when the inmate is released from custody.
	e indicate your name, title and telephone number where you can be reached during business hours so that we may cet you if additional information is needed.
Please	e return this form to the address listed above or call (502) 564-2433.
Sincer	rely,
Offeno	der Information Specialist

Example Resident Record Card

Example Resident Record Card – PFO enhancement of another sentence (Page 1)

Example Resident Record Card – PFO enhancement of another sentence (Page 2) Example Resident Record Card - PFO in lieu of other sentence (Page 1)

Example Resident Record card – PFO in lieu of other sentence (Page 2)

Example Resident Record Card – Credit for Time Served (Page 1)

Example Resident Record Card – Credit For time served (Page 2)

Example Resident Record Card – Time Remaining on Governors Commutation of Sentence

Example Resident Record Card with Additional Sentence – Page 1

Example Resident Record Card with Additional Sentence – Page 2

#### **EXAMPLE**

<u>MEMC</u>	<u>ORANDUM</u>		
TO:	Honorable Judge		
FROM:			
RE:	Court Appearance - Indictment Nu	mber	
DATE:			
This is to	advise you that	who has been ordered to appear in your court of	n
		at:	
( ) 1. is	s presently serving on charges of		
from	the	Circuit Court with a sentence of years.	
( ) 2.	has detainer(s) from:		
( ) 3.	will be appearing on charges prese	ntly serving on.	
( ) 4.	a detainer/hold has been lodged on	this indictment until further notice.	
	COMPLETE THE APPROPRIATE T'S DISPOSITION ON THIS HEAR	E INFORMATION BELOW OR PLACE ATTACHMENT TO ING:	THIS FORM OF
( ) Sub	ject rescheduled for hearing on		-
( ) Sub	ject's case was dismissed.		
( ) Sub-	ject pled guilty to charges oftenced to	and	<u>.</u>
( ) Otl	ner	<del>_</del>	
		Judge's Signature	_

\*\*(If the charges are dismissed and the Judge signs this form we can use this to dismiss the detainer. Thank you for your assistance in this very important matter.)

PLEASE RETURN THIS FORM WITH RESIDENT WHEN HE IS RETURNED TO THE INSTITUTION, AND FORWARD ORDER, JUDGMENT, ETC. IF NOT AVAILABLE WHEN RESIDENT IS RETURNED.

RE:		NO			
(Inmate's Na	me)		(Number)		
INITIAL SENTE	ENCE CAL	CULATION			
	Year	Month	Day		
A				Total Sentence Length	
В				Date Sentenced/Received	
C (A+B)				Normal Max. Expiration Date	
D				Total Jail Time Credit	
E (C-D)				Adjusted Max. Expiration Date	
F				Statutory Good Time Allowance	
G4(E-F)				Minimum Expiration Date	
PAROLE ELIGI	BILTIY D <i>i</i>	ATE CALCUI	LATION		
	Year	<u>Month</u>	Day	<u> </u>	
A				Date Sentenced/Received	
В				Time Required to Serve for Parole Eligibility	
C (A+B)					
D				Total Jail Time Credit	
E (C-D)				Parole Eligibilty Date	
	By			Date	

	HEAR	ING DATE:
NAME:	NUMBER:	DATE:
	WARRANT	ISSUED (L)
	RETURNED PV W/ WA	RRANT (J8)
DATE RETURNED PV		AUDIT SCREEN 01
DATE PAROLED		AUDIT SCREEN UI
TIME ON PAROLE		(J2)
PV CREDIT: IN CUSTODY	R	RET/REL
MONTH DAYS		
TOTAL DAYS	CREDIT FOR PV	ΓΙΜΕ (J4)
TIME ON PAROLE		
PV CREDIT		
ADJ. TIME ON PAROLE		(J5)
PREV. MIN. EXP. DATE		
ADJ. TIME ON PAROLE		
NEW MIN. EXP. DATE		(G5)
PREV. MAX. EXP. DATE		
ADJ. TIME ON PAROLE		
NEW MAX. EXP. DATE		(C1)
WAS PAROLEE SUPERVISED IN ANOTHE	ER STATE? YES	NO
PRELIMINARY HEARING	PREPARED BY	

# ESCAPE

Last Na	ime	First	Middle	Number	Institution
Record Yr.	Change of the above	e as of: Day	Parole Eligibility Date	Minimum Expiration Date	Maximum Expiration Date
	vious Effective Dates	·		Yr. Mo. Day	
	1. Escape Return I	Date / /			
	2. Escape Date Escape Time Lo	/ / st			
	3. Good Time Lost	-Escape			
	4. New Sentence*-	Escape			
J	5. New Sentence(s) Tail Credit	*			
II. Pres	sent Effective Dates				
*Code	Actual Offense	Senten Yr (s) Mo (s)	ce Conc. Cons. G	Plea I	
Remark	ΣS		TOTAL		

**SIGNATURE** 

# ADDITIONAL / AMENDED SENTENCES

Last Na	ame	First	Middle	Number	Institution
Record	Change of the above	re as of:	Parole Eligibility	Minimum Expiration	Maximum Expiration
Yr.	Mo.	Day	Date Yr. Mo. Day	Date	Date
I. Prev	vious Effective Date	s	11. 1120. Duj	11. 1410. Duy	11. 1/10. Duy
	1. Disciplinary Ac Good Time P Good Time R	enalty			
	2. New Sentence(s Jail Credit	)*			
	3. Sentence Comm	nuted from / /			
II. Pres	sent Effective Dates				
*Code	Actual Offense	Sentence Yr (s) Mo (s)	Conc. Cons. G	Plea I	
Remarl	ks		TOTAL		
				Signature	

#### RETURN PAROLE VIOLATOR

Last Nam	e	First		Midale	Number	Institution
Record Cl	nange of the above a	as of:		Parole	Minimum	Maximum
Yr.	Mo.	Day		Eligibility Date Vr. Mo. Day	Expiration Date Yr. Mo. Day	Expiration Date Yr. Mo. Day
I. Previo	us Effective Dates			11. WIO. Day	11. 1410. Day	11. 1410. Day
2. Return	ed Parole Violator Time out on Pa					
3. New Se	entence(s)* Jail Credit					
II. Presen	at Effective Dates					
*Code A	ctual Offense	Sente Yr (s) Mo (s)		Cons. G	Plea I	
Remarks			TOTA	L		
					Signature	

# COURT ORDER RETURN

Last Name		First		Middle	Number	Institution	
Record Cha	ange of the abo	ve as of:			Parole	Minimum	Maximum
Yr.	Mo.	Day			Eligibility Date Yr. Mo. Day	Expiration Date	Expiration Date Yr. Mo. Day
I. Previou	s Effective Date	es			iii nioi buj	11. 1/10. Duj	11. No. 24,
Re Tii	l by Shock/Cou turned Shock/C me Out on Shoc onal Jail Credit	Court Order	r				
2. New Ser Ja	ntence(s)* ail Credit						
II. Present	Effective Dates	S					
*Code Ac	tual Offense	Yr (s)	Sentenc Mo (s)	e Conc.	Cons. G	Plea I	
Remarks				TOTAI			

**SIGNATURE**